



International Organization for Migration (IOM)
The UN Migration Agency

SPECIAL VACANCY NOTICE

Open to Internal and External Candidates

Position Title : **Regional Administrative Assistant**
Vacancy Number : **IOMRONBO/SVN/007/2022**
Duty Station : **Regional Office, Nairobi, Kenya**
Classification : **General Service Category, Grade G5**
Type of Appointment : **Special Short Term, Nine months with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **10 May, 2022**

The International Organization for Migration (IOM) is the UN Migration Agency. With 174 member states it is committed to the principle that humane and orderly migration benefits migrants and society. Established in 1951 and now active in over 400 field locations worldwide, IOM works with partners, government, and civil society to:

1. Assist in meeting the operational challenges of migration and mobility
2. Advance understanding of migration issues
3. Encourage social and economic development through migration; and
4. Uphold the human dignity and well-being of migrants and mobile populations.

IOM is committed to a diverse and inclusive work environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

IOM's Regional Office for the East and Horn of Africa supports and monitors the following countries: Burundi, Djibouti, Eritrea, Ethiopia, Kenya, Rwanda, Somalia, South Sudan, Tanzania, and Uganda. Through a team of specialists, the Regional Office supports the development, implementation, monitoring, reporting and evaluation of projects and initiatives undertaken by country offices and regional programmes.

Under the overall supervision of the Senior Regional Resource Management Officer (SRRMO) and direct supervision of the Regional Resource Management Officer (RRMO), the incumbent will be responsible for the carrying out of administrative and financial tasks at IOM's Regional office in Nairobi, Kenya. The role is multi-faceted and entails a range of different responsibilities.

Core Functions / Responsibilities:

In particular he/she will:

1. Extract and prepare Monthly Financial Reports for Operational Support Income, Admin budget for RO Nairobi and Eritrea (until the office is fully set up) and ensure that correct expenses are charged to the budget lines and that the expenses are within the budget allocation and submit to the Senior Finance Assistant for review and onward submission to the RRMO.
2. Perform monthly accounts closing procedures as well as year-end accounts closing procedures for Eritrea and ensure that all the indicators for both procedures including housekeeping are complete as per the accounts closure procedures and requirements.
3. Respond to RAS on items identified in Periodic Checklist Review and Project Balance Review for Eritrea and respond in a timely manner.
4. Assist with the review of vendor accounts for RO staff budgeted under OSI and AD budgets as well as Eritrea staff and follow up with the relevant staff/unit to provide the necessary documentation needed to clear and maintain their vendor accounts.
5. Assist in consolidating staff statistics and other inputs from the Missions as well as the RO, for the Monthly RMU report and share them in a timely manner.
6. Monitoring donor reports for due projects, upcoming interim/final reports and submission deadlines, update tracker and share the summary with the Regional Resource Management Officer.
7. Assist the RRMO in monitoring SDL funds allocated to the different trainings, coordinate the trainings and monitor expenses to ensure that the funds have been properly allocated.
8. Assist the SRRMO and RRMO with general administrative tasks, ranging from coordinating with other Departments, in the RO, Missions in the Region, HQ and the Administrative Centers, scheduling, and coordinating meetings and taking minutes of the meetings, conferences, training sessions, and other events as directed.
9. Assist in research, compile, and draft information materials, presentations and other visibility materials for briefings, training, meetings, conferences, take notes/minutes as/when required and assist in following up on action points discussed at the meetings.
10. Monitor all in-coming and outgoing emails from RO Nairobi Resource Management Mailbox and highlight to the RRMO and SRRMO issues that would require their urgent attention.
11. Send out requests for inputs and updates for the weekly Senior Management Team (SMT) meeting to various RMU focal points, consolidating the inputs and thereafter sharing them with the SRRMO in a timely manner.
12. Send out requests for inputs for the quarterly DRM updates to the Missions as well as the RO, consolidating and proofreading the inputs and thereafter sharing them with the RRMO and SRRMO for review and submission of the report to DRM in a timely manner.
13. Coordinate with staff travel and HR to support travel for the SRRMO, RRMO and SFA, including the preparation and/or processing of travel requests, TRF, security clearances, COVID tests and other medical requirements. Follow-up with the SRRMO, RMO and SFA, to submit their Travel Expense Claims (TECs) as soon as they return from TDY

14. Raise purchase requisitions and coordinate with procurement on purchase of Assets, stationary and other office items for the SRRMO, RMO and SFA as needed.
15. Guide missions on the UNLP application process and review new UNLP applications from missions ensuring the application forms are in order and that the applicants are eligible and have been endorsed by their respective COMs. Coordinate with the RRMO for approval by the RD and thereafter onward forwarding to DRM for approval.
16. Coordinate approved UNLP applications with STC to have the UNLP's processed and shipped to the respective missions. Address queries on UNLP application process, renewal, cancellation/safekeeping and coordinate with missions for responses on questions raised by DRM/STC on their UNLP applications.
17. Create a UNLP tracker and maintain an orderly filing system and update files of all UNLP applications and administrative instructions/ guidelines issued and refer to it for completion of responsibilities. Ensure that all returned/cancelled UNLPs are returned to STC for cancellation/safekeeping along with a duly filled UNLP return form.
18. Provide general administrative support to the RO Team
19. Perform any other related task as may be assigned.

Required Qualifications and Experience

Education

- Completed Bachelor's degree from an accredited academic institution, preferably in Business Administration, Human Resources, Social Science, or related field with a professional certification as Certified Human Resource Professional (CHRP) or Certified Administrative Professional.

Experience

- Minimum three years of relevant professional experience in Business Administration, Human Resources or Social Science preferably in a similar role.
- Experience working as an Administrative or Programme Assistant with responsibilities, to a Senior Manager, preferably in an international organization or multi-national corporation.
- Experience in preparing clear and concise communication and coordination of administrative activities.

Skills

- Solid computer skills, including proficiency in MS Office package (Office, Excel, Power Point, Outlook), internet and Email.
- Excellent administrative, secretarial and organizational skills, and knowledge of IOM administrative procedures is highly desirable
- Ability to work in a highly confidential manner
- Strong interpersonal and analytical skills
- Ability to work as part of a diverse team.
- Flexible and able to adapt quickly to new, different environments.
- Personal commitment, efficiency and results driven.
- Mature individual, able to work independently under pressure, able to maintain accuracy, paying attention to details, meeting deadlines and working with minimal supervision.

- Previous working experience in resource management capacity in an IOM office, and knowledge of IOM accounting systems, software and procedures a distinct advantage.

Languages

Fluency in English and Kiswahili (oral and written).

Required Competencies

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators level 1

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates should submit CV and a cover letter indicating the **Special Vacancy Notice Number (SVN No.), Position Title and the Duty Station** with three professional referees and their contacts (both email and telephone) to: ronairobihrdrec@iom.int

Closing Date: 10 May 2022

Only Shortlisted Applicants will be contacted.

NOTE

NO FEE: The International Organization for Migration (IOM) does not charge a fee at any stage of the recruitment process (application, interview meeting, process, or training). IOM does not concern itself with information on applicants' bank details.

Posting period:

From 27.04.2022 to 10.05.2022