



International Organization for Migration (IOM)
The UN Migration Agency

SPECIAL VACANCY NOTICE

Open to Internal and External Candidates

Position Title : **Regional Project Development and Knowledge Management Assistant**
Vacancy Number : **IOMRONBO/SVN/004/2022**
Duty Station : **Regional Office, Nairobi, Kenya**
Classification : **General Service Category, Grade G5**
Type of Appointment : **Special Short Term, (9 months with possibility of extension)**
Estimated Start Date : **As soon as possible**

Closing Date : **04 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, United Republic of 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 Regional Director and under the direct supervision of the Regional Project Development Officer, the incumbent will work to provide effective project development and knowledge management support to the IOM Nairobi RO and its county offices.

Core Functions / Responsibilities:

In particular he/she will:

Strengthen the region's project development, implementation, and reporting:

- Support PRIMA endorsement, report and revisions ensuring projects are processed appropriately through PRIMA
- In partnership with the regional M&E colleagues, provide reports and updates on PRIMA
- Provide support, guidance to country offices and RO staff on how to use PRIMA when developing and implementing projects
- Support regional and multi-country proposal development and identify synergies with thematic specialists when appropriate
- Undertake capacity building of missions and regional staff on PRIMA.
- Support Project Development by performing research on a broad range of subjects relevant to IOM's programme activities.

Support implementation of a Regional Knowledge Management approach that seeks to improve the region's use of knowledge including but not limited to:

- Support the development of knowledge management platforms.
- Support the maintenance and production of strategic knowledge management products including but not limited to good practices, virtual library etc. using multiple forms of communication techniques (video, audio, visual etc.)
- Facilitate the Knowledge Management Focal Persons network to support the development and implementation of the regional Knowledge management strategy
- Undertake capacity building to strengthen the regions knowledge management approach
- Support the strengthening of collaboration, coordination and communication on knowledge management across thematic, technical and geographical areas
- Promote participation, visibility and awareness of knowledge management in the region

Provide administrative and logistical support to the Regional Support Unit

- Respond to internal and external project development, donor relations and knowledge management queries
- Support meetings and capacity building undertaken by the RSU.
- Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in Anthropology, Demography, Social Sciences, or a related field from an accredited academic institution with three years of relevant professional experience; or
- High School Degree in the above fields with minimum five years of relevant professional experience.

Experience

- At least three years relevant working experience migration, communications, project development and/or knowledge management.

Skills

- Excellent writing and communication skills; ability and proven record of accomplishment to prepare and present clear and concisely in English
- Strong analytical and creative thinking skills.
- High computer literacy; familiarity with standard word processing, spreadsheet, database, publishing, internet research, and e-mail communication.
- Personal commitment, flexibility, efficiency, and drive for results; ability to perform research and make effective decisions under time pressure.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.
- Ability to work with a wide cross-section of research partners: Government, NGOs, communities, academic institutions, media, and international donors.
- Ability to prioritize tasks and work under pressure including delivering high quality products in a timely manner (often at short notice).

Languages

Required: Fluency in English and Kiswahili (oral and written).

Required Competencies

The incumbent is expected to demonstrate the following values and 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: 04 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 21.04.2022 to 04.05.2022