



IOM International Organization for Migration

SPECIAL VACANCY NOTICE

Open to Internal and External Candidates

Position Title : **Project Assistant (Resource Mobilization and Donor Liaison)**
Vacancy No. : **IOMRONBO/SVN/006/2021**
Duty Station : **Regional Office, Nairobi, Kenya**
Classification : **General Service Staff, Grade G5**
Type of Appointment : **Special Short-Term Contract (6 months, with possibility of extension)**
Estimated Start Date : **As soon as possible**
Closing Date : **21 January 2021**

Organizational Context and Scope

The International Organization for Migration (IOM) is the UN Migration Agency. With 173 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 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.

The Regional Support Unit (RSU) undertakes a support function for the Regional Office and missions within the East and Horn of Africa region. The goal of the unit is to contribute to effective, flexible and comprehensive migration management solutions, through improved accountability to institutional standards, external engagement and use of knowledge. The units remit includes donor engagement and liaison and supporting missions to strengthen their engagement with donors. Within this there are specific functions envisaged including developing knowledge management tools to support donor liaison and resource mobilization.

Under the overall guidance of the Regional Director, the direct supervision of the Regional Project Development Officer, the incumbent will assist the Regional Support Unit in supporting improved knowledge management through strengthened knowledge creation and management related to donor and resource mobilization.

Core Functions / Responsibilities:

In particular he/she will:

1. Research donors active in East and Horn of Africa
2. Populate and strengthen the database of donors active in East and Horn of Africa
3. Maintain the donor database ensuring all contacts are recorded
4. Draft donor briefs
5. Support donor focused events, including logistics etc.
6. Support the development of donor focused material and knowledge management materials.
7. Support resource mobilization and donor liaison capacity building
8. Support the planning and implementation of donor engagement activities
9. Perform any other related task as may be assigned.

Required Qualifications and Experience

Education

1. Bachelor's Degree in International Relation or related field.

Experience

1. 3 years relevant work experience
2. Knowledge and experience working with excel spreadsheets.
3. Knowledge and experience in developing briefs and visually appealing material
4. Knowledge of, or experience in East/Horn of Africa is desired;

Skills

1. Solid computer skills, including proficiency in MS Office Packages specifically Office word, excel, Power point, outlook and internet mail
2. Personal commitment, efficiency and results-driven.
3. Strong interpersonal skills and ability to work as part of a diverse team.
4. Flexible and able to adapt quickly to new, different environments.
5. Mature individual, able to work independently under pressure, able to maintain accuracy, paying attention to details, meeting deadlines and working with minimal supervision.
6. Ability to work in multicultural environment.
7. Ability to work under pressure and with minimum supervision
8. Hard working and initiative taking.
9. Flexibility, tolerance and capacity to work in a team;
10. High sense of responsibility, dedication and honesty

Languages

Fluency in English and Kiswahili (oral and written). Knowledge of French an advantage.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

Values - all IOM staff members must abide by and demonstrate these three values:

1. Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
2. Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.

3. 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

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

Other

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 a Motivational Letter and updated CV indicating the Position Title and Vacancy Number with three professional referees, and their contacts (both email and telephone) to International Organization for Migration (IOM), RO Human Resources Department, via e-mail: ronairobihrdrec@iom.int

Closing Date: 21st January 2021

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: **08.01.2021** to **21.01.2021**