Established in 1951, IOM is a Related Organization of the United Nations and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Internal candidates are eligible to apply to this vacancy.

**Context:**

Under the direct supervision of the National Programme Officer (NPO) of the project and overall supervision by the Head of the Labour Mobility Human Development & Migration Protection Assistant Unit, the successful candidate will be responsible for supporting day to day implementation of activities in the Labour Mobility and Human Development projects. Division in IOM Kenya Office.

**Core Functions / Responsibilities:**

**Finance Duties:**

1. Assist in coordinating the administrative and other operational arrangements including procurement documentation and processing, travels arrangements for non-IOM actors, etc. for the different projects under the LHD and MPA units.

2. Assist in organizing regular project meetings with key stakeholders including government counterparts, private employment agencies, and participate in regular LHD/MPA meetings.
3. Draft clear and concise official letters, minutes and activity reports and compile, summarize, and present information/data on specific project related topics, for example for Facebook, Twitter, and other external publications.

4. Provide support in completing Purchase Requisition for all relevant program activities and ensure proper quotation from vendors and follow up on any finance/administrative related paperwork related to the project.

5. Maintain project related files, documents, equipment, and database etc.

6. Provide support in coordinating logistics, administration support for meetings, workshops, seminars, trainings, and conferences at the regional/national level as well as other events in coordination with the National Project Officer and Head of LHD/MPA unit.

7. Draft the Letters of Invitation (LOI) for non-IOM actors; Support in maintaining and regularly updating of information related to implementation of the different LHD/MPA projects under LHD and MPA.

8. Assist on case management administrative requirements including obtaining exit permits, preparation of payment requests, invoices etc.

9. Support in preparing activity reports, project report, and donor reports as per the donor agreement in coordination with members of the project.

10. Undertake duty travel relating to the project activities, as required.

11. Perform any other tasks that may be assigned by the supervisor.

**Required Qualifications and Experience**

**Education**
- Completed High School Certificate in with five years’ experience or
- Bachelor’s degree in Social Science, Development Studies, International Relations, Economics, Business Administration, or relevant field from an accredited institution with three years of relevant professional experience

**Experience**
- Three years of experience in handling projects, administrative and logistical issues.
- Experience working with government and UN stakeholders on labour migration and migrant protection
- Prior experience of working in UN agencies will be considered as an asset.
- Strong interpersonal and ability to work in a team. Good drafting skills.

**Languages**

Fluency in both written and spoken English and Kiswahili is required
Required Values

Inclusion & respect for diversity
- Shows respect and sensitivity towards gender, culture, ethnicity, religion, sexual orientation, political conviction, and other differences.
- Encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people with different backgrounds and orientations.
- Promotes the benefits of diversity; values diverse points of view and demonstrate this in daily work and decision making.
- Challenges prejudice, biases and intolerance in the workplace.

Integrity & transparency
- Upholds and promotes the Standards of Conduct and Unified Staff Regulations and Rules.
- Delivers on commitments; manages the organization’s resources reliably and sustainably.
- Embraces and encourages transparency, balancing this with the need for discretion and confidentiality as appropriate.
- Maintains impartiality and takes prompt action in cases of unprofessional or unethical behavior.
- Does not abuse one’s position and acts without consideration of personal gain. Is motivated by professional rather than personal concerns.

Professionalism
- Demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.
- Seeks to raise professional standards in self and others through daily work and activities.
- Adapts quickly to change and is decisive and versatile in face of uncertainty.
- Shows self-control and persistence when faced with difficult problems and remains calm in stressful situations.
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

Required Competencies

Teamwork
- Establishes strong relationships with colleagues and partners; relates well to people at all levels.
- Is fully aware of the team purpose, respects and understands individual and collective responsibilities.
- Willingly puts in extra effort without being asked and adopts a “hands-on” approach whenever necessary to achieve team objectives.
- Coordinates own work with that of the team to meet agreed priorities and deadlines.

Delivering Results
- Produces quality results and provides quality services to clients.
- Meets goals and timelines for delivery of products or services.
- Manages time and resources efficiently, monitoring progress and making adjustments as necessary.
- Shows understanding of own role and responsibilities in relation to expected results.
Managing and Sharing Knowledge
• Keeps abreast of new developments in own field of competence and cates opportunities for knowledge management initiatives.
• Shares knowledge and learning willingly, and proactively seeks to learn from experiences of others.
• Puts new learning into practice and draws on diverse sources of ideas and inspiration.
• Contributes to the identification of improvements to work processes and assists in implementing them.

Accountability
• Accepts personal responsibility for quality and timeliness of work.
• Takes ownership of all responsibilities within own role and honours commitments to others and to the Organization.
• Operates in compliance with organizational regulations and rules.
• Accepts and gives constructive criticism; acknowledges and corrects mistakes and apply lessons learned for improvement.

Communication
• Presents information using language and sequence of ideas that is easy for recipients to understand.
• Adapts communication to the recipient’s needs, asks questions to clarify, and exhibits interest in having two-way communication.
• Encourages others to share their views, using active listening to demonstrate openness and to build understanding of different perspectives.
• Listens carefully and genuinely to the views and positions of others; acts on received
• Shows understanding own role responsibilities in relation to expected results.
**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.

**How to apply:**

Interested candidates are invited to submit their application by sending a Motivation Letter and the updated CV to the email address hrnairobi@iom.int referring to this advertisement.

**Closing Date: 27 May 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 14.05.2021 to 27.05.2021