



International Organization for Migration (IOM)  
The UN Migration Agency

## **CALL FOR APPLICATIONS**

<b>I. POSITION INFORMATION</b>	
Position title:	Consultant - Reporting Officer
Duty station:	Flexible Working Arrangements / Regional Office, Nairobi, Kenya
Duration of Assignment:	Six (6) months
Organizational unit:	Migration Management
Reporting directly to	Regional Migrants Response Plan (MRP) Coordinator
Overall supervision by	Senior Regional Policy & Programme Coordinator
Managerial responsibility	None
CFA No.	IOMRONBO/CFA/038/2021
Directly reporting staff	None
Estimated Start Date	As Soon As Possible
<b>II. ORGANIZATIONAL CONTEXT AND SCOPE</b>	
<p>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:</p> <ol style="list-style-type: none"><li>1. Assist in meeting the operational challenges of migration and mobility</li><li>2. Advance understanding of migration issues</li><li>3. Encourage social and economic development through migration; and</li><li>4. Uphold the human dignity and well-being of migrants and mobile populations.</li></ol> <p>IOM is committed to a diverse and inclusive environment. Internal and External candidates are eligible to apply to this vacancy.</p> <p>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.</p> <p>The regional Migrant Response Plan (MRP) for the Horn of Africa and Yemen 2021 - 2024 is an inter-agency migrant-focused humanitarian and development strategy for vulnerable migrants from the Horn of Africa, specifically those from Somalia, Djibouti and Ethiopia, moving bi-directionally to and from Yemen. IOM leads the coordination of the MRP. The MRP 2021-2024 includes a four-year strategy built around the following goals and strategic objectives:</p> <p><b>The overall goal of the MRP</b></p>	

A dynamic, comprehensive and effective framework for coordination, capacity enhancement, analysis and resource mobilization that recognizes, responds and addresses the regional dimensions of the migration linking the Horn of Africa and Yeme

#### **MRP Objective**

*A more efficient response to ensure humanitarian protection assistance to migrants in vulnerable situations and foster community stabilization and resilience in the Horn of Africa and Yemen.*

#### **Strategic Objectives**

1. Provide life-saving assistance to vulnerable migrants and host communities.
2. Provide quality, timely and inclusive protection assistance and services to migrants and host communities.
3. Strengthen access to return, sustainable reintegration and community stabilization.
4. Building evidence, partnerships and coordination to enhance the humanitarian response and migration management throughout the migration route.

Under the overall supervision of the **Senior Regional Policy & Programme Coordinator** and the direct supervision of the Regional Migrants Response Plan (MRP) Coordinator and the technical supervision of Regional Data Hub Information Management Officer (RDH IMO), and in close coordination with all the Regional Thematic Specialists at the Regional Office for East and Horn of Africa in Nairobi, the successful candidate will be responsible for overseeing all aspects of the reporting and information management support functions to the implementation of the Migrants Response Plan.

### **III. RESPONSIBILITIES AND ACCOUNTABILITIES**

Support the MRP Coordinator with the implementation of the MRP RO managed projects and coordination functions for the MRP framework. In particular:

1. Support data collection, data management, data analysis, reporting and information exchange activities with MRP partners. for developing the annual response plans.
2. Support the development of tools and coordination with partners to collate and analyze the mixed migration data s to support the evidenced based planning.
3. Provide support in the training of the partners on the data tools; including assisting with the development of materials and presentations for the training and maintain a client-oriented support for resolving technical issues and providing user support.
4. Assist in establishing data collection mechanisms, developing tools and coordination with partners to collect data and implement quality control measures for monitoring and reporting on the MRP achievements in terms of programme outputs and funding received from the donors in line with the monitoring and framework.
5. In close collaboration with the MRP coordinator, IOM Country MRP focal points and partners, publish situation reports on MRP activities as well as other relevant and appropriate visibility and information products/materials on a regular basis.
6. Assist in the consolidating country-based information to ensure consistency and coherence across countries in the region, and support in the supervision of data collection processes and the overall data management activities including encoding, storing, and transferring data as well as processing and support in the analysis of the collected data and information locally.
7. Ensure timely preparation and design of MRP briefings, support on information sharing and dissemination to all relevant channels.
8. Participate in the partner consultations and information forums for developing various indicators and data standards for the data required for developing the knowledge base

and measuring the achievements of multi-year response strategy and annual response plans of MRP framework.

9. Work with the MRP coordinator to conduct data reviews and analysis using meaningful statistical methods for preparing concisely synthesized analysis visualized in maps, charts, illustration, presentations for developing the knowledge base for partner consultations to support the strategic planning.
10. Assist the MRP coordinator to facilitate the creation of interagency relationships and opportunities for cooperation at the country-level and regional level.
11. Provide information management support to the joint/harmonized needs assessments with MRP partners. Perform such other duties as may be assigned.

#### IV. 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:

- 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

- 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.

#### V. EDUCATION AND EXPERIENCE

- Master's degree in Social and Political Sciences, Communications, Information Management, Computer Science or a related field from an accredited academic institution with two years of relevant professional experience; or
- University degree in the above fields with four years of relevant professional experience.
- Experience in Information Management, emergency humanitarian operations; management and coordination of information flows, data management including collection, storing, processing, and analysing data to generate information products;
- Experience in mixed migration analyses, root causes and drivers is required;
- Demonstrated ability for leadership in the context of partnership building and consensual decision-making;

- Proven skills to analyse statistical information;
- Ability to formulate IM-related technical requirements and Operating Procedures;
- Ability to translate planning-specifications into technical briefs for data capture and analysis, and vice versa;
- Ability to compile and holistically analyse diverse datasets;
- Experience with handling confidential data;
- Demonstrated teambuilding and information management skills;
- Demonstrated understanding of different data collection methodologies;
- Knowledge and understanding of relational data theory;
- Experience in advanced data visualization and information design skills.

#### VI. SKILLS

- Excellent writing and communication skills; ability and proven track record to prepare and present clear and concise research papers and reports in English
- Strong analytical and creative thinking skills;
- Strong coordination and negotiation 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.

#### VII. LANGUAGES

Required

Excellent command of English (oral and written). Proficiency in French will be an advantage.

#### **Mode of Application:**

Interested candidates should submit a technical and financial proposal with examples of past, relevant research on soft copies, CV and a cover letter indicating the Position Title and Vacancy Number with three professional referees (previous and current supervisors), and their contacts (both email and telephone) to International Organization for Migration (IOM), RO Human Resources Department, via e-mail: [ronaibihrdrec@iom.int](mailto:ronaibihrdrec@iom.int)

**CLOSING DATE: 24 October 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: 11.10.2021 to 24.10.2021