



International Organization for Migration (IOM)
The UN Migration Agency

CALL FOR APPLICATIONS

I. POSITION INFORMATION	
Position title:	Programme/Research Consultant
Duty station:	Regional Office, Nairobi
Duration of Assignment:	4 months (with the possibility of extension)
Organizational unit:	Policy and Research Unit
Reporting directly to	Senior Policy and Research Officer
Overall supervision by	Senior Regional Policy & Programme Coordinator
Managerial responsibility	None
CFA No.	IOMRONBO/CFA/003/2023
Directly reporting staff	None
Estimated Start Date	As Soon As Possible
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>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:</p> <ol style="list-style-type: none">1. Assist in meeting the operational challenges of migration and mobility2. Advance understanding of migration issues3. Encourage social and economic development through migration; and4. Uphold the human dignity and well-being of migrants and mobile populations. <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>Under the overall supervision of the Senior Regional Policy & Programme Coordinator and direct supervision of the Senior Policy and Research Officer, and in coordination with the Senior Regional Policy & Liaison Officer (SRPLO), the successful candidate will support and facilitate the policy and research work of the regional office to advance the priorities outlined in IOM's regional strategy for East and Horn of Africa, based on knowledge and perspectives from across the Organization and will contribute to further strengthening policy capacity at regional level.</p>	

III. RESPONSIBILITIES AND ACCOUNTABILITIES

1. Lead on programme management of the policy and research unit to ensure work is proceeding according to established plans. This covers financial, administrative and technical aspects of the unit in line with IOM policies and donor requirements.
2. Support the launch and dissemination of the first edition of 'The State of Migration in East and Horn of Africa Report', including by conducting research and related tasks, and support the conceptual development of the second edition of the Report.
3. Support the launch of the Migration Policy Talks and organization of subsequent editions.
4. Contribute to the policy research work of this office including on the mobility dimensions of regional integration and research on the Eastern Route
5. Assist with drafting policy-oriented articles, including as linked to the Report, and the publication of such articles through different outlets.
6. Support the development of project proposals.
7. Participate in meetings and conferences; maintain effective liaison and coordination with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project.
8. Coordinate the preparation of correspondence, briefing notes, presentations, narrative and financial reports; ensure status reports are prepared and submitted in a timely manner.
9. Undertaking any other tasks 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 (Level 2)

- 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

- Advanced degree from an accredited academic institution in a field of study related to Political or Social Sciences, International Relations, Development Studies, Migration

<p>Studies, Human Rights, Law or related fields from an accredited academic institution with five years of relevant professional experience.</p> <ul style="list-style-type: none"> • Experience in programme management, including administrative and financial management (Required). • Experience supporting research projects including assisting with drafting research reports and articles (required). • Knowledge of migration and displacement issues, ideally in the African or EHoA context. (desired) • Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations is an advantage. • Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups is an added value • Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.
VI. SKILLS
<ul style="list-style-type: none"> • Excellent writing and speaking skills in English • Strong programme management skills including administrative and financial management • Ability to deliver under tight deadlines and a team with multicultural background • Extensive experience with Microsoft Office 365 applications, social media and online collaboration tools (one Drive, SharePoint). • Highly professional, organized and committed attitude and skillsPersonal commitment, efficiency, flexibility; • Ability to work effectively and harmoniously in a team and with colleagues from varied cultures and professional backgrounds under tight deadlines.
VII. LANGUAGES
Required
Fluency in English is required. Working knowledge of French or any other UN Official language is advantageous.

Mode of Application:

Interested candidates should submit CV and a cover letter indicating the Call for Application Number (CFA No.), Position Title and the Duty Station with three professional referees (supervisors) and their contacts (both email and telephone) to: ronairobihrdrec@iom.int

CLOSING DATE: 8 February 2023

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: 02.02.2023 to 08.02.2023