



International Organization for Migration (IOM)
The UN Migration Agency

SPECIAL VACANCY NOTICE

Open to Internal and External Candidates

Position Title : **Project Assistant**
VN No : **IOMKCO/SVN/015/2023**
Duty Station : **Nairobi, Kenya**
Classification : **General Service Staff, Grade G5**
Type of Appointment : **Special Short-Term Contract, (9 months with possibility of extension)**
Estimated Start Date : **As soon as possible**

Closing Date : **03 April 2023**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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 and External candidates are eligible to apply to this vacancy.

Context:

Under the direct supervision of the Project Officer and overall supervision by the Program Manager, the successful candidate will be responsible for supporting WASH activities implementation and monitoring, and day to day implementation of activities of the assigned project titled "Providing humanitarian assistance among the most drought-affected communities and support their resilience building".

In particular, the incumbent will perform the following duties.

Core Functions / Responsibilities:

1. Support the Project Officer (PO) in liaising with the Implementing partners, government entities and community leaders in the implementation of community-based projects in target sub-counties and locations.
2. Support in providing initial review and finalization of the assessments on resource-based and inter-communal conflicts associated with beneficiary vulnerability assessment.

3. Assist PO in processing procurement requests, including in supporting the implementing partner's (IP) social preparation before and during distribution of emergency livelihoods, hygiene kits and business start-up kits. This includes developing and submitting Purchase Requisition for all relevant programme activities and ensure proper quotation from vendors and follow up on any finance/admin related paperwork related to the project.
4. Support and monitor IP in building capacity for community leaders, local water, sanitation and hygiene (WASH) committees on basic water management skills, WASH awareness raising, repairing boreholes and shallow wells.
5. Support PO in supporting the IP in developing training modules in coordination with the key government actors, including county peace committees, National Steering Committee for Peace and Security and village chiefs.
6. Support and monitor activity progress of the IP to conduct trainings on preventing natural resource-based conflict and mediation skills.
7. Support and monitor activity progress of the IP to conduct TVET trainings for target vulnerable and at risk youth and women of being victims of resource-based conflict and assist the IP to monitor the progress of self-help groups' business plans.
8. Plan the logistics, administration and coordination of meetings, workshops, seminars, trainings, and conferences at the regional/national level as well as other events.
9. Draft and maintain project reports and records including research reports, individual beneficiaries files/ monitoring reports etc.
10. Support the PO in collecting and drafting good practices, beneficiary stories and lessons learnt from all the implemented activities.
11. Contribute towards generation of project concept notes and proposal documents for funding purposes.
12. Undertake duty travel relating to the project activities, as required.
13. Perform any other tasks that may be assigned by the supervisor.

Required Qualifications and Experience

Education

- Completed bachelor's degree in social science, Development Studies, International Relations, Disaster Risk Reduction, Environment, Conflict and Peace, Economics, Business Administration, or relevant field from an accredited institution with three years of relevant professional experience.

OR

- Completed High School diploma from an accredited academic institution, with five years of relevant professional experience.

Experience

- Experience in implementing WASH, livelihoods and other emergency related projects, in the context of humanitarian crisis, including, community-based and TVET projects.
- Strong experience in administrative and logistical issues.
- Experience in facilitating trainings/workshops involving community members and government officials.
- Experience working with IPs and consultants.
- Experience working with communities in arid and semi-arid regions/ counties in Kenya.

- Working knowledge in the field of migration, disaster response and climate change field is an added advantage.
- Prior experience of working in UN agencies will be considered as an asset.
- Strong interpersonal and ability to work in a team.

Language

- Fluency in English and Kiswahili.
- Fluency in the local dialect Turkana is an added advantage.

Required Values

Inclusion & respect for diversity

- Celebrates diversity in all its forms.
- Shows respect and sensitivity towards gender, culture, race and 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 from different backgrounds and orientations.
- Promotes the benefits of diversity; values diverse points of view and demonstrates this in daily work and decision making.
- Proactively addresses any prejudice, biases and intolerance in the workplace.
- Actively contributes to creating and maintaining a safe, harmonious, and respectful working environment free from all forms of discrimination, harassment, (including sexual harassment) and abuse of authority

Integrity & transparency

- Upholds and promotes the United Nations Charter, IOM's Standards of Conduct and Unified Staff Regulations and Rules.
- Delivers on commitments; manages the Organization's resources honestly, 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.
- Respects the principle of independence and neither seeks, nor accepts, instructions from Member States.

Professionalism

- Demonstrates professional competence, mastery of subject matter and a willingness to improve knowledge and skills.
- Seeks to raise professional standards in oneself and others through daily work and activities.
- Is cognizant that taking certain courses of action may threaten the reputation of the Organization.
- Shows self-control and persistence when faced with difficult problems; remains calm in stressful situations.
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- Has a commitment to professional development.

Courage

- Does the right thing, even in particularly challenging and difficult situations.
- Shows resilience and respect in the face of adversity.

- Is decisive and versatile when faced with uncertainty and adapts quickly to change. Is prepared to take calculated risks to achieve the objectives of the Organization.
- Willing to speak up to protect others when misconduct or wrongdoing occurs.
- Is able to provide honest and constructive feedback to peers, direct reports or a supervisor.

Empathy

- Is able to stand in another person's shoes and consider a situation from another perspective, even if one doesn't agree with it.
- Supports and relates to others; actively seeks to emotionally understand what other people may be feeling.
- Is fully present when working with others, actively listening and engaging.
- Encourages collaboration through a willingness to consider multiple perspectives and opinions.

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 Member States, donors, beneficiaries, and counterparts (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 creates opportunities for knowledge management initiatives.
- Shares knowledge and learning willingly, and proactively seeks to learn from the 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 applies lessons learned for improvement.

Communication

- Presents information using language and a 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 information.

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: 03 April 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 21.03.2023 to 03.04.2023