



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE

Open to Internal and External Candidates

Position Title : **National Project Development and Reporting Officer**
SVN No : **IOMKCO/VN/006/2023**
Duty Station : **Nairobi, Kenya**
Classification : **General Service Staff, Grade NO-A**
Type of Appointment : **One Year Fixed Term, with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **05 March, 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. Female candidates are encouraged to apply.

Context:

Under the overall supervision of the Head of Programme and Policy development and the direct supervision of the Head of Mission Support and Innovation Unit, the successful candidate will provide programmatic support for project development and related activities carried out in Kenya Country Office and suboffices.

Core Functions / Responsibilities:

1. Assist in the coordination and monitoring of the operational and programmatic, administrative and financial aspects of the projects and mission support unit in accordance with IOM policies and practices as well as donor's requirements.
2. Keep the supervisor informed on the status of project implementation; identify gaps and suggest actions to improve implementation.
3. Participate in the development and adjustment of work plans, project budgets, Monitoring & Evaluation tools and standard operations procedures.
4. Coordinate the collection, verification and analysis of data and background information; update information management systems and social media platforms on project related activities including project awareness and visibility, summaries, press releases and other relevant materials.

5. Coordinate timely preparation and dissemination of project reports in accordance with IOM procedures and donor requirements.
6. Liaise and coordinate with donors, partners, United Nations agencies, local authorities and stakeholders and government counterparts.
7. Contribute to the planning, development, organization and delivery of capacity building activities targeting IOM staff, government and civil society partners, implementing partners and communities.
8. Attend relevant conferences, workshops, working groups, interagency coordination meetings, and other forums.
9. Participate in the preparation of project proposals and a diverse range of communication products, concept notes and other planning documents.
10. Supervise and provide training and technical guidance to project staff.
11. Undertake duty travel relating to project implementation, monitoring visits, project assessments, liaison with counterparts, etc.
12. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution with two years of relevant professional experience; or,
- Master's degree in the above-mentioned fields

Experience

1. Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations.
2. Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups; and,
3. Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Languages

- Fluency in both written and spoken English and Kiswahili.

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 behaviour.
- 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

- Fosters a sense of team spirit by developing a shared understanding, accountability and enthusiasm for the team's work.
- Displays a high level of cultural awareness, sensitivity to different ways of working and leverages individual strengths in order to build a better team.
- Shares credit for team accomplishments and ensures that the contribution of others is recognized.
- Helps create a positive team spirit, putting aside personal considerations to help the team achieve its goals.

Delivering Results

- Produces high-quality results and workable solutions that meet clients' needs.
- Anticipates constraints, identifies solutions and takes responsibility for addressing critical situations.
- Monitors own and others' work in a systematic and effective way, ensuring required resources and outputs.
- Aligns projects with Organization's mission and objectives and demonstrates a good understanding of the impact of team's and own work on external and internal counterparts.

Managing and Sharing Knowledge

- Disseminates and shares knowledge openly and actively contributes to knowledge/network communities for topics relevant to area of expertise.
- Encourages knowledge sharing across units/departments and ensures that knowledge as captured, recorded and disseminated appropriately.
- Builds networks for the effective communication and exchange of knowledge and ideas and puts others into contact with various sources of knowledge.

- Contributes to an environment that is conducive to innovation and learning.

Accountability

- Proactively seeks responsibility in delivering towards the goals of the organization.
- Plans and organizes work with a clear and deliberate focus, ensuring commitments are easily identified and progress is widely communicated.
- Stands by the actions of team or department, publicly accepting ownership.
- Takes responsibility of own shortcomings and those of the work unit, where applicable.

Communication

- Speaks and writes clearly and effectively.
- Seeks to share information with others, with due respect for diversity and confidentiality of specific sensitive information.
- Listens and seeks to understand without bias and responds appropriately.
- Shares information and keeps others up to date; actively seeks others' views and ideas and respects their contribution.

Managerial Competencies

Leadership

- Assigns responsibilities fairly and manages performance, taking account of individual strengths, workloads and interests.
- Is inclusive in decision-making and actively seeks feedback from team members and colleagues in order to identify opportunities for improvement.
- Takes sound and timely managerial decisions that are consistent with the Organization's vision and purpose.
- Establishes and maintains relationships with a broad range of stakeholders to understand needs and gain support.

Empowering others and building trust

- Delegates appropriately to make the most of other's talents, clarifying expectations and allowing autonomy in important areas while providing necessary support.
- Encourages others to take responsibility for their performance; promotes ownership, responsibility and accountability for desired results at all levels.
- Creates an atmosphere of trust and confidence in which others can talk and act without fear of repercussion.
- Gives proper credit to others, shows appreciation and rewards achievement and effort.

Strategic thinking and vision

- Aligns own actions to the Organization's vision, values and mandate.
- Translates strategic direction into short and medium-term plans and objectives for own team; revises objectives to reflect changes in organizational goals.
- Identifies key issues/priorities in complex situations and how they may be related to one another.
- Clearly communicates links between the Organization's strategy and the work unit's goals.

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: 05 March 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 20.02.2023 to 05.03.2023