



International Organization for Migration (IOM)  
The UN Migration Agency

## VACANCY NOTICE

### Open to Internal and External Candidates

Position Title : **Senior Project Assistant, Compliance (Program Integrity Guidelines)**  
SVN No : **IOMKCO/VN/008/2023**  
Duty Station : **Nairobi, Kenya**  
Classification : **General Service Staff, Grade G-6**  
Type of Appointment : **One Year Fixed Term, with possibility of extension**  
Estimated Start Date : **As soon as possible**

Closing Date : **17 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 Kenya Country Office, the direct supervision of the Head of Operations, East and Southern Africa, the technical supervision of the Regional Health Assessment Programme Coordinator, and in close coordination with the USRAP Oversight Officer in Washington, DC, the Senior Project Assistant, Compliance (Program Integrity Guidelines), has the following duties and responsibilities: -

#### **Core Functions / Responsibilities:**

1. Oversee and undertake compliance activities related specifically to the implementation of the USRAP Program Integrity Guidelines in the areas of Movement Operations and Migration Health in Sub-Saharan Africa Region.
2. In close coordination with the Project Manager(s) and USRAP Oversight Officer, assist in the design and implementation of assessments, surveys, and other tools and activities pertaining to the USRAP Program Integrity Guidelines.
3. Ensure a high quality of data by confirming accurate collection, entering, maintaining, safeguarding and reporting of data related to USRAP Program Integrity Guidelines elements.
4. Assist in increasing staff's knowledge of the requirements of the USRAP Program Integrity Guidelines through regular, accurate information sharing, advising Project Managers, answering staff questions and providing trainings.

5. In coordination with the Movement Operations and MHD Project Managers, develop plans to facilitate full compliance with the Program Integrity Guidelines and address any compliance violations.
6. As necessary, provide technical and administrative support to the Project Managers and USRAP Oversight Officer in identifying and adjusting approaches to compliance with the USRAP Program Integrity Guidelines requirements.
7. Organize, coordinate and maintain detailed records of documents and activities pertaining to the compliance with the USRAP Program Integrity Guidelines.
8. Support Project Managers and the USRAP Global Team in using USRAP Program Integrity Guidelines information effectively for decision-making.
9. Compile information, draft, edit and design annual USRAP Program Integrity Guidelines reports.
10. In close coordination with the USRAP Oversight Officer, support monitoring and evaluation activities including, if assigned, planning monitoring and evaluation activities; designing monitoring and evaluation mechanisms, such as surveys, interview protocols and focus group topics; administering surveys, interviews and focus groups; analyzing monitoring and evaluation data; and reporting on data to relevant persons.
11. Maintain and promote the confidentiality and integrity of all relevant paperwork in line with standards of conduct and data protection rules. Alert Head of Operations, Sub-Saharan Africa Region, or management of any non-compliance to SOPs or codes of conduct by IOM staff members or partners.
12. Demonstrate a comprehensive understanding of the USRAP, SOPs and WRAPS, as well as the ability to remain professional, impartial and unbiased during all interactions with refugee applicants, colleagues and partners. Support the development and implementation of SOPs as needed.
13. Perform other relevant duties as assigned.

### ***Required Qualifications and Experience***

#### **Education**

- University degree in statistics, business administration/management, economics, or a related field from an accredited academic institution with four years of work experience, or
- Completed secondary education with six years of relevant working experience

#### **Experience**

1. At least 4-6 years of relevant experience (please see above) such as in office/business administration, customer service, record keeping, compliance, monitoring and evaluation, clerical duties, etc.
2. Experience in creating and maintaining computer and paper files;
3. Prior experience with tools and strategies for data collection and analysis, and production of reports preferred;
4. Experience working in a multi-cultural setting;
5. Experience with USRAP programs;
6. Experience with USRAP processing systems, such as WRAPs, MiMOSA, etc

#### **Languages**

- Fluency in both written and spoken English and Kiswahili.

## **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**

- 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.
- Tailors communication style to suit audience.

***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 [hurnairobi@iom.int](mailto:hurnairobi@iom.int) referring to this advertisement.

**Closing Date: 17 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 03.03.2023 to 17.03.2023