



International Organization for Migration (IOM)  
The UN Migration Agency

## VACANCY NOTICE

### Open to Internal and External Candidates

Position Title : **Project Assistant (Communication)**  
VN No : **IOMKCO/VN/007/2023**  
Duty Station : **Nairobi, Kenya**  
Classification : **General Service Staff, Grade G5**  
Type of Appointment : **One Year Fixed Term, with possibility of extension**  
Estimated Start Date : **As soon as possible**

Closing Date : **15 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.

#### **Context:**

Under the overall supervision of the Head of Programme and Policy Development, the direct supervision of the Head of Mission Support and Innovation Unit, and in close collaboration with other relevant colleagues in Kenya Country Office (KCO), the successful candidate will be responsible and accountable for implementing IOM Kenya's communication strategy, developing and disseminating communications and visibility materials of Kenya Country Office as well as to support the project titled "prevent Trafficking in Persons (TIP) in Climate change affected communities in Kenya". IOM works with partners, government and civil society to:

- Assist in meeting the operational challenges of migration and mobility
- Advance understanding of migration issues
- Encourage social and economic development through migration; and
- Uphold the human dignity and well-being of migrants and mobile population.

In particular, the incumbent will perform the following duties.

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

1. Support activities related to public affairs of the IOM Kenya Mission
2. Share ideas on a communications and visibility plan and or promotional and visibility materials for the program units and overall KCO Mission Kampala Declaration project and other MECC-related work.
3. Support preparing information materials such as social media messages.
4. Support note taking and drafting notes for files from project related meetings.
5. Support activities related to public affairs such as sharing ideas and drafting short stories and videos, photographs to be used to enhance and promulgate the IOM KCO Mission and other mission related -related work.
6. Provide regular reports on the work being accomplished to the Communications focal point, and/or supervisors and team members.
7. Any other tasks as required by the Head of mission support and innovation Unit.

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

#### **Education**

- Completed High School Diploma in Communication, Development Studies, International Relations, Economics, Business Administration or a related field from an accredited academic institution with five years of relevant professional experience.

Or;

- Bachelor's Degree in Communication , Development Studies, International Relations, Economics, Business Administration, or relevant field from an accredited institution with three years in working in implementing livelihoods/ resilience projects

#### **Experience**

- Experience in graphic design, photo and video editing and production is an advantage.
- Experience in working with IOM a is highly appreciated.
- Strong and fluent English writing skills.
- Skills in editing software such as Final Cut Pro, Premiere Pro, and other Adobe editing tools.
- Ability to work effectively in a team of colleagues of varied cultural and professional backgrounds.
- Knowledge of the KCO Mission thematic areas including trafficking in person, labor migration will be highly regarded.
- Self-paced, excellent communication, planning and organizational skills and able to meet tight deadlines, particularly if working remotely.
- Excellent knowledge of spoken and written English.
- Proven ability to produce quality work accurately and consistently according to set deadlines.
- Strong interpersonal and intercultural skills with proven ability to work effectively and harmoniously with a diverse team.
- Mature individual, able to work independently under pressure, able to maintain accuracy, paying attention to details, meeting deadlines and working with minimal supervision.

## **Language**

- Fluency in 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**

- 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](mailto:hrnairobi@iom.int) referring to this advertisement.

**Closing Date: 15 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 02.03.2023 to 15.03.2023**