



International Organization for Migration (IOM)  
The UN Migration Agency

## VACANCY NOTICE

### Open to Internal and External Candidates

Position Title : **Project Officer (Project Management)  
Resettlement and Movement Management (RMM)**  
SVN No : **IOMKCO/VN/012/2023**  
Duty Station : **Nairobi, Kenya**  
Classification : **General Service Staff, Grade NO-B**  
Type of Appointment : **One Year Fixed Term, with possibility of extension**  
Estimated Start Date : **As soon as possible**

Closing Date : **22 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:**

The United States Refugee Admissions Program (USRAP) operates world-wide with a target of providing resettlement opportunities to many thousands of individuals each year. IOM provides a range of services and support to the USRAP including, but not limited to, case processing, migration health assessments, cultural orientation training, organized transportation and administration of a travel loan and collections program. The Department of Operations and Emergencies (DOE), specifically the Resettlement and Movement Division, has the organizational responsibility to provide direction, oversight and guidance to IOM's global support to all resettlement programs.

Under the overall supervision of the Head of Kenya Country Office and the direct supervision of the Head of Operations East and Southern Africa, the successful candidate will be based in Nairobi, Kenya and will have the following project management duties and responsibilities in the areas of project support, budget support, reporting, public affairs, event coordination, interpretation management and resources management coordination: -

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

1. Support the Head of Operations East and Southern Africa in project development, implementation and reporting activities, including providing inputs for budgets and project proposals and reviewing and updating USRAP-specific policies in coordination with USRAP and Country Office management.
2. When requested, assist the Head of Operations East and Southern Africa in monitoring spending across the project region, and flagging areas of under or overspending to Project Management.
3. Coordinate report drafting and informational materials, including flash reports, updates, surveys, bulletins, factsheets, and dashboards addressing a wide variety of USRAP-related topics. Facilitate collaboration and revision processes to produce high quality, timely, topical, and polished pieces that integrate relevant IOM approaches, policies, and guidelines. Support the production of materials with data visualizations and formatting and, where relevant, work with a designer and/or communications specialist to ensure materials are in line with Organizational branding and professional standards.
4. Oversee the organization of a wide range of events, including meetings and activities, Country Office-level events, town halls and high-level visits. Manage the production of event-related outputs, including briefs, meeting agendas and minutes, reports, fact sheets, and presentations. Provide coordination support for management and staff visits to other entities and IOM missions, including preparing visit agendas, scheduling appointments, and maintaining relevant correspondence. Where relevant, liaise between Project Managers and with other Project Officers on cross-departmental meetings.
5. Oversee the identification, recruitment, and training of interpreters for USRAP activities. Maintain a roster of Interpreters with the languages, citizenship, recommendations on further engagement with USRAP and assist with bringing them on board as required for these Country Offices.
6. Coordinate between Management, the Resources Management Unit(s) (RMU) in the relevant Country Offices in the Region, and other relevant entities to ensure the project is observant of financial, administrative and procurement requirements in line with IOM rules and regulations and that all resources management needs are being met within the project. Ensure procurement-related work is organized efficiently and on time through the preparation and monitoring of Quarterly Procurement Plans.
7. Oversee staff focused on project management support duties in the areas of project support, reporting, interpretation management and resource management coordination. Hire staff, provide training, technical assistance, and information on changes to workflows and procedures, assign duties, and give feedback on performance on a regular basis to ensure high quality work and accurate completion of duties.
8. Help identify knowledge gaps and recommend opportunities for the expansion of data collection activities that will contribute to future reports and informational materials.
9. Oversee the periodic review and update of internal USRAP project administrative workflows and organizational charts to continually track and streamline procedures.
10. When required, liaise with the USRAP HR Business Partner in IOM USRAP Washington, D.C. and HR units in various Country Offices in the Region regarding the background check process for new and current staff. Alert the Head of Operations East and Southern Africa of any process issues.
11. Maintain and ensure the confidentiality and integrity of all USRAP project-related information by implementing control procedures in line with USRAP standards of conduct and data protection rules. Alert Head of Operations East and Southern Africa or the Deputy Head of Operations, Africa of any non-compliance to SOPs or codes of conduct.
12. Perform such other duties as may be assigned.

## **Required Qualifications and Experience**

### **Education**

- Master's degree in social science, International Relations, Regional Studies or a related field from an accredited academic institution with two years of relevant professional experience  
or
- University degree in the above fields with four years of relevant professional experience.

### **Experience**

- a) Experience in USRAP, particularly in processing or movement operations activities, such as field support, movements, data processing, employment verification, case creation, pre-screening, USCIS adjudications support, scheduling, field support and out-processing, is essential;
- b) Knowledge of USRAP program implementation and familiarity with IOM's administrative, financial and business rules and practices is desirable;
- c) Strong written and verbal communication skills and ability to effectively communicate with and lead a team;
- d) Demonstrated proficiency with START is an advantage; and, Excellent computer skills and a high level of proficiency in spreadsheet and database applications

## **Language**

Fluency in both written and spoken English.

## **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 [hrнаirobi@iom.int](mailto:hрнаirobi@iom.int) referring to this advertisement.

### **Closing Date: 22 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 08.03.2023 to 22.03.2023