



International Organization for Migration (IOM)

The UN Migration Agency

SPECIAL VACANCY NOTICE

Open to Internal and External Candidates

Position Title : **National Program Officer – Immigration and Border Governance**
VN No : **IOMKCO/SVN/038/2023**
Duty Station : **Nairobi, Kenya**
Classification : **National Officer Category, Grade NO-A**
Type of Appointment : **6 to 9 months, with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **23 October, 2023**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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 coordination of the Head of Programmes and Policy and the direct supervision of the Programme Coordinator of Immigration and Border Governance in Nairobi, the successful candidate will be accountable and responsible for assisting in the planning, coordination and implementation, monitoring of and reporting on activities under IOM Kenya's Border Management project and its related activities. In particular, the incumbent will perform the following duties:

Core Functions / Responsibilities:

1. Assist in implementing and monitoring all operational, logistical, and administrative aspects of IOM Kenya's border governance projects, in close coordination with the Project Manager.
2. Support the Programme Coordinator to identify emerging issues relevant to border governance, identify gaps and provide suggestions to improve implementation and contribute to developing thematic papers, reports, and promotional materials as necessary.
3. Coordinate timely preparation and dissemination of project reports in accordance with IOM procedures and donor requirements.
4. Participate in developing and adjusting work plans, project budgets, Monitoring & Evaluation tools and standard operations procedures.
5. Contribute to planning, developing, organizing, and delivering capacity-building activities targeting Government of Kenya officials, implementing partners and communities.

6. Attend conferences, workshops and meetings related to the thematic area of expertise, as required by the Programme Coordinator. Maintain partnerships with other agencies, as well as with potential donors, active in the region in relevant technical programming areas.
7. Liaise with the government partners and local authorities on the implementation of the projects.
8. Contribute to information management on project related activities including project awareness raising and visibility; regular project updates, summaries, press releases and other relevant materials, in coordination with the donor and IOM Kenya's Communications Unit. Respond to any ad hoc information requests from the Government of Kenya.
9. Undertake duty travel relating to project implementation, monitoring visits, project assessments, liaison with counterparts, etc.
10. Perform such other relevant duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in Political or Social Science, International Relations and/or Law or related fields from an accredited academic institution with two years of relevant professional experience in project assistance or project implementation in international donor funded projects
or
- Master's degree in the above-mentioned fields is an advantage

Experience

- Knowledge of border management and social development issues as well as general migration related issues in Kenya and the East and Horn of Africa region.
- Good knowledge of project development, administration and evaluation concepts and procedures.
- Proven ability to establish and maintain strong working relations with relevant Government counterparts, UN and international organisations and private sector entities.
- Demonstrated proficiency with Microsoft Office applications, including Excel, PowerPoint, Good knowledge of information technology and proficiency in Microsoft Office applications especially Excel, Word, PowerPoint, Publisher, and SharePoint.
- Previous work experience in international organisations and companies would be an advantage.
- Preferably within the United Nations or within the international humanitarian field
- Effectively applies knowledge of migration issues within organizational context
- Correctly frames migration issues within their regional, global, and political context; c) effectively interfaces with government officials of appropriate level on matters related to substantive migration issues and the work of IOM.

Languages

- Fluency in both written and spoken English and Kiswahili is required

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.

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.

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 hрмаirobi@iom.int referring to this advertisement.

Closing Date: 23 October 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 10.10.2023 to 23.10.2023