



International Organization for Migration (IOM)

The UN Migration Agency

SPECIAL VACANCY NOTICE

Open to Internal and External Candidates

Position Title : **Senior Programme Associate – (Humanitarian Border Management)**
VN No : **IOMKCO/SVN/037/2023**
Duty Station : **Nairobi, Kenya**
Classification : **General Service Category, Grade G7**
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 Programme Coordinator Immigration and Border Governance and the direct supervision of the Project Officer Immigration and Border Governance, the incumbent will perform the following functions:

Core Functions / Responsibilities:

1. In coordination with the Programme Coordinator, lead and coordinate the implementation of various Immigration and Border Governance (IBG) projects; monitor implementation of humanitarian border management activities to ensure work is proceeding according to established plans; analyse implementation difficulties and make recommendations for adjusting implementation modalities and work plans to best reflect changing environment on the field.
2. Coordinate and monitor the financial, administrative, and technical aspects of the projects in line with IOM policies and donor requirements and maintain, update, and compile relevant project documentation.
3. Coordinate and liaise with relevant counterparts, line departments, local authorities as well as other IOM units for the smooth implementation of IOM Kenya's IBG Programme.
4. Strengthen strategic and technical partnerships with relevant government entities especially related to border management, civil society and private sector organizations, United Nations agencies and other stakeholders to promote and expand IOM's immigration and border management portfolio.
5. Coordinate and conduct capacity building workshops and trainings for relevant

internal and external parties.

6. Undertake regular field and site visits to monitor progress of project activities and to recommend the development of new project activities and/or complementary components where relevant.
7. Keep abreast with migration and border governance trends in Kenya in order to identify strategic opportunities for IOM interventions, in line with IOM's mandate and strategy; in coordination with Mission Support and Innovation Unit (MSIU), participate in the identification of new project opportunities in Kenya, taking into account assessed needs, expressed government interests and donor priorities.
8. Participate in meetings and conferences; maintain effective liaison and coordination with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors, and other stakeholders relevant to the project.
9. Coordinate the preparation of correspondence, briefing notes, presentations, narrative, and financial reports; ensure status reports are prepared and submitted in a timely manner to appropriate stakeholders.
10. Identify and document good practices and lessons learned; contribute to the development of Standard Operations Procedures (SOP), policies and concept papers and support the development of new projects.
11. Perform other related duties as assigned.

Required Qualifications and Experience

Education

- Completed High School Diploma in related field from an accredited academic institution with seven years of relevant professional experience.
- Or;
- 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 five years of relevant professional experience

Experience

- Professional experience in project assistance or project implementation in international donor funded projects;
- Experience in working with issues of migration, humanitarian border management, immigration and border governance, and counter trafficking;
- Work experience in IOM, UN agency or non-governmental organization, or international organization is required
- Experience in contributing to drafting project documents and reports.
- Extensive experience in liaison and cooperation with governmental authorities and UN partners is mandatory
- Experience in training government officials on migration and human mobility-related topics is an advantage
- Experience in field level programme implementation and understanding Kenya borders is an advantage
- Good level of computer literacy, including database applications.
- Experience working in hardship situations
- In depth knowledge of humanitarian migration flows management
- Good understanding of the impact of climate change on migration and human mobility.

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.

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: 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