



International Organization for Migration (IOM)  
The UN Migration Agency

## VACANCY NOTICE

### Open to Internal and External Candidates

Position Title : **National PSEA Officer**  
VN No : **IOMKCO/VN/040/2023**  
Duty Station : **Dadaab, Kenya (Subject to transfer to Kakuma or Nairobi, on need basis)**  
Classification : **National Officer Category, Grade NO-A**  
Type of Appointment : **One Year Fixed Term, with possibility of extension**  
Estimated Start Date : **As soon as possible**

Closing Date : **28 November, 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 guidance of the IOM Head of Kenya Country Office, the direct supervision of the Project Officer - PSEA, in close coordination with the Head of Sub-Office and technical support from the PSEA Unit and other experts, the incumbent will be responsible for supporting and facilitating the technical oversight and day-to-day management of IOM's prevention of and response to sexual exploitation and abuse (PSEA) activities in Kenya. As the technical PSEA expert in-country, the PSEA Officer will need to support implementation of PSEA activities in direct close coordination with the Head of Kenya Country Office, both internally and as an active member of the interagency PSEA Network. While the incumbent will support the PSEA agenda within country and will contribute technical inputs to PSEA within programming (special emphasis on but not limited to resettlement and health assessment programming), the accountability for PSEA remains with the Head of Kenya Country Office.

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

##### **PSEA COORDINATION:**

- Provide inputs for the development of an operational PSEA Work Plan for IOM Kenya, in line with IOM's PSEA Strategy, the IASC's PSEA Minimum Operating Standards (MOS), and the UNCT country level framework and work plan, through strategic workshops with IOM Heads of Units and other senior management at the country and programmatic levels, as assigned; Assist the PSEA Project Officer in ensuring the resulting work plan is detailed and operational with clear actions, roles and responsibilities to deliver on the actions, timeframes, technical and resource requirements, and internal reporting requirements.

- Provide technical inputs for the inclusion of PSEA within IOM Country Office Strategy, programming, risk mitigation and management, planning, reporting, monitoring and evaluation and budgeting; Contribute to the development of PSEA programming and liaison with relevant donors, as assigned.
- Actively participate to the in-country interagency PSEA Network (support in the development of the collective PSEA workplan, risk management plan, PSEA Strategies, etc.), as well as actively participate within IOM internal and other interagency PSEA communication and coordination initiatives.
- Participate and provide inputs to the PSEA Network to develop Standard Operating Procedures (SOP) and establish an inter-agency Community-Based Complaint Mechanism, incorporating existing IOM complaint and feedback mechanisms (CFM) and in line with PSEA and GBV good practice.
- Participate and provide technical assistance in the establishment of an inter-agency community-based complaints mechanism (in coordination with the Accountability to Affected Populations Unit in HQ), in coordination with the interagency PSEA Network, programme managers and relevant IOM units, as well as with communities and implementing partners as appropriate.
- In close coordination with the PSEA Project Officer and relevant colleagues, work closely with Focal Points at the IOM Regional Office in Kenya and HQ to check that IOM Kenya prevention, mitigation and response mechanisms are in line with IOM's global PSEA Strategy.
- Provide specific assistance to IOM Teams, programmes and units to ensure the mitigation of SEA risks are developed, embedded and strengthened within all IOM programming and within HR practices.
- At all possible opportunities (during relevant trainings, in staff and programme meetings, through newsletters, in email messages, etc) continually share key messages on PSEA, including mandatory reporting requirements within the Country Office and Programming, in close coordination with the PSEA Project Officer and relevant colleagues.

#### **PREVENTION:**

- Analyze, compile and draft specific country-wide SEA risk assessment report to identify locations and programmes with the highest SEA risk; that the appropriate mitigation and response strategies within IOM programming and operations.
- Participate in the development of a training plan and coordinate the delivery and organization of PSEA trainings for IOM staff and related personnel, implementing partners, key institutional stakeholders; support the work of identified PSEA focal points within Country to deliver key messaging and trainings as appropriate.
- On a yearly basis, provide an update on the number of staff, non-staff trained, contractors, implementing partners and service providers trained in the Country Office on PSEA, in an effort to track compliance and facilitate the management of training delivery and refresher courses, in coordination with HR. Support the registration of all participants (staff and non-staff) within the IOM system and the delivery of certificates.
- Participate to the development of communication and awareness-raising strategies and tools to ensure appropriate PSEA messaging and knowledge on prohibited behaviours as well as how to report allegations of misconduct, including SEA within communities and amongst beneficiaries; facilitate the localization of SEA messaging.
- Map existing community engagement projects in Country Office and work with projects leads to insert PSEA messages and/or gather community input where appropriate.

## **RESPONSE:**

- Participate and provide inputs for the development of PSEA proposals and support the mainstreaming of PSEA within IOM programming; coordinate closely with institutional partners, governments, donors, and communities on PSEA needs and responses, as assigned.
- Support the development and provide inputs to reporting on PSEA and communication to highlight IOM's PSEA work within programming.
- Provide inputs for the development and mapping of Country-specific interagency victim assistance pathways and/or existing IOM programmes to refer victims for assistance and other support services.
- Coordinate referrals for victim assistance in coordination with gender-based violence and/or protection colleagues and support the strengthening of victim services within country and/or programming.
- Undertake extensive duty travel in the field as required.
- Perform any other duties as may be assigned.

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

#### **Education**

- Master's degree in law, International Relations, Psychology, Social Sciences, Development Studies and Planning or a related field from an accredited academic institution; or,
- University degree in the above fields with two years of relevant professional experience.

#### **Experience**

- Experience in the fields of sexual exploitation and abuse, protection, child protection, gender-based violence, accountability to affected populations (AAP), gender mainstreaming and/or humanitarian affairs;
- Coordination experience within the UN system and amongst interagency partners, including governments, NGOs, and communities;
- Experience in organizing and facilitating PSEA trainings, in particular capacity-building, and communication materials to promote behavior change;
- Experience undertaking PSEA risk assessments, in coordination with communities, partners, and UN and other key stakeholders;
- Demonstrated ability to work across a wide variety of sectors/teams on cross-cutting themes;
- Good written and oral communication skills, effective in representation and liaison with external partners;
- Experience in policy and proposal development and the creation of standard operating procedures and tools; and,
- Ability to organize work, work independently and prioritize work under pressure, coordinate multiple tasks, maintain attention to detail, and coordination with a variety of stakeholders.
- Knowledge and understanding of IOM's institutional approach on PSEA and related strategies, policies, rules and regulations;
- Knowledge of the UN system and architecture;
- Knowledge of mainstreaming best practices and partnership models to ensure coordination of the same across a diversified range of actors; and,
- Ability to work with and maintain strict confidentiality, when necessary.

## **Languages**

- Fluency in English, Kiswahili and Somali is required (oral and written)
- Working knowledge of Turkana an advantage

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

**Closing Date: 28 November 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 12.10.2023 to 28.11.2023