



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE

Open to Internal and External Candidates

SUBJECT TO FUNDING

Position Title : **Project Assistant**

Vacancy No. : **IOMRONBO/VN/026/2023**

Duty Station : **Regional Office, Nairobi, Kenya**

Classification : **General Service Staff, Grade G7**

Type of Appointment : **One Year Fixed Term Contract (with possibility of extension)**

Estimated Start Date : **As soon as possible**

Closing Date : **July 24, 2023**

The International Organization for Migration (IOM) is the UN Migration Agency. With 174 member states it is committed to the principle that humane and orderly migration benefits migrants and society. Established in 1951 and now active in over 400 field locations worldwide, IOM works with partners, government and civil society to:

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

IOM is committed to a diverse and inclusive environment. Internal and External candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

IOM's Regional Office for the East and Horn of Africa supports and monitors the following countries: Burundi, Djibouti, Eritrea, Ethiopia, Kenya, Rwanda, Somalia, South Sudan, Tanzania and Uganda. Through a team of specialists, the Regional Office supports the development, implementation, monitoring, reporting and evaluation of projects and initiatives undertaken by country offices and regional programmes.

Context:

IOM's current health programming is aligned with the Africa Union migration framework and Agenda 2030, relevant global and regional health plans of concerned stakeholders and agencies including the Regional Economic Commission (EAC and IGAD). Furthermore, the regional programmes are contributing to the achievement of the regional migration strategy for East and Horn of Africa addressing the health component and the MHD regional strategic roadmap both align with the IOM Institutional Strategic Framework and relevant SDG.

Among other programme MHD is focusing on enhancing preparedness and response to outbreaks and epidemics at cross-borders in East and Horn of Africa. MHD is currently supporting The East Africa Community (EAC) to operationalize the 5-year roadmap on priorities at the Point of Entry under a regional project funded by IOM by the IDF.

Under the general supervision of the Regional Director, in coordination with the Regional Health Assessment Programme Coordinator (RHAPC) for Sub-Saharan Africa and the MHD National Officer; under the direct supervision of the Senior Regional Migration Health Specialist for East and Horn of Africa, the incumbent will support implementation of the IDF-funded regional project "Support to EAC for the implementation of the 5-year roadmap on cross-border health and outbreak responses in the East African region".

Core Functions / Responsibilities:

In particular he/she will:

1. Coordinate the implementation of the project; monitor implementation of the activities to monitor that work is proceeding according to established plans; analyse implementation difficulties and make recommendations for adjusting.
2. Liaise, monitor the implementation and coordination with the East Africa Community EAC and other MHD programme.
3. Coordinate and monitor the financial, administrative, and technical aspects of the project in line with IOM policies and donor requirements.
4. Plan, coordinate and facilitates workshop and regional meetings for relevant internal and external parties as pertinent to the project and MHD activities.
5. Participate in meetings and conferences; maintain effective liaison and coordination with local authorities, partners, United Nation agencies, donors, and other stakeholders relevant to the project.
6. Attend consistently and actively the WHO-led regional Technical Working Group (TWG) on Risk Communication and Community Engagement (RCCE) and the Point of Entry sub-TWG sharing and coordinating project implementation building synergies with partners.
7. Coordinate the preparation of correspondence, briefing notes, presentations, narrative, and financial reports; monitor status reports are prepared and submitted in a timely manner.
8. Prepare all administrative procedures to hire the consultants and in close coordination with the NO and RTS, follow up on their work and final documents.
9. Identify and document good practices and lessons learned; contribute to the development of Standard Operations Procedures (SOP), guideline, policies and concept papers and support the development of new projects.
10. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Completed University Degree from an accredited academic institution preferably in health or environmental related studies with at least five (5) years of relevant professional experience; Or,
- High school degree with at least seven (7) years of relevant professional experience.

Experience

- Knowledge and previous work with Regional Economic Commission, particularly Inter-Governmental Agency for Development (IGAD), and East Africa Community (EAC) is a mandatory requirement;
- Consolidated experience in liaising with, national/international institutions, United Nations agencies and non-governmental organizations;
- Prior work experience with UN agencies or international humanitarian organizations is a strong advantage;
- Proven experience in organizing regional meetings, conferences, and events; and
- Knowledge and previous work on health cross-border initiatives.

Skills

- In depth knowledge of the broad range of cross-border health, migration related subject areas dealt with by the Organization;
- Knowledge of UN and bilateral donor programming; and,
- Knowledge of UN financial rules and regulations.

Languages

Required: Fluency in English and Kiswahili is required. Working knowledge of French; and/or any other UN Official language is advantageous.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

Values - all IOM staff members must abide by and demonstrate these three values:

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators *level 2*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

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:

Submit cover letter indicating the Position Title & Vacancy Notice Number (VN No.), and CV with telephone and e-mail contacts including 3 Referees (Supervisors) to: IOM, RO Human Resources Department, via e-mail to ronairobihrdrec@iom.int

Closing Date: 24 July 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: **11.07.2023** to **24.07.2023**