



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE
Open to Internal and External Candidates

Position Title : **National Programme Officer (Mobility Pathways)**
VN No : **IOMKCO/VN/024/2024**
Duty Station : **Nairobi, Kenya**
Classification : **National Officer Category, Grade NOC**
Type of Appointment : **One Year Fixed Term, with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **12th June 2024**

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.

Context:

Under the direct supervision of Chief of Mission and technical guidance and supervision of the Head of Programme and Policy Development, and in close cooperation with Programme Managers and Head of Sub-Offices, in close coordination with the Regional Thematic Specialist (RTS) and relevant Divisions/Departments/Units at Headquarters, the National Programme Officer (Mobility Pathways) will manage the establishment, coordination, and implementation of IOM Kenya's Mobility Pathways related programmes and interventions in compliance with procedural requirements for project development, implementation, reporting, visibility, and evaluation.

Core Functions / Responsibilities:

I. Technical and Programmatic Support

1. Support the establishment, coordination, and implementation of the IOM Kenya's Mobility Pathways related programmes and interventions.
2. Continuously track and assess advancements in mobility pathways, return, and reintegration processes, including due diligence and related policy processes.
3. Develop comprehensive project proposals and concept notes applying learned insights, innovative approaches, and adhering to IOM's strategic policies.
4. Provide thematic expertise for projects related to mobility pathways, return, readmission, reintegration, integrated border governance, and protection of migrants, in coordination with IOM Kenya and Regional Office technical experts.

5. Deliver expert advice and guidance for creating and refining methodologies, contingency plans, and standard operating procedures in coordination with relevant experts in the IOM Kenya Office.
6. Plan, develop, organize, and deliver capacity-building activities to build and strengthen the competencies of staff, partners, government officials, and other relevant stakeholders.
7. Promote and ensure the integration and mainstreaming of gender, protection, disability inclusion, human rights, the Global Compact for Migration, and other pertinent cross-cutting issues into IOM Kenya's mobility pathways related programmes and interventions.

II. Programme/Project Coordination Support

8. In coordination with the Chief of Mission and relevant Unit Heads of Unit, manage the day-to-day coordination of mobility pathways and return initiatives including financial monitoring, drafting of required reports, and synergizing various projects within the programme.
9. Liaise with Headquarters and Regional Office units to prepare briefing notes for high-level meetings, provide input on draft policy documents, disseminate new policies, and procedures, and support resource mobilization efforts.
10. Establish, maintain and coordinate partnerships with government entities, UN agencies, civil society, the private sector, donors, implementing partners, and other key players to ensure cohesive program execution.

III. Information Management

11. Actively contribute to information management to enhance awareness and increase visibility including through drafting press releases, updating the website, and producing other essential information dissemination materials.
12. Contribute to knowledge management strategies, focusing on facility-type projects that involve multi-stakeholder consultative programmes.
13. Represent IOM in donor and/or counterpart meetings to identify new opportunities and foster partnerships.
14. Support in coordinating the organization of relevant IOM meetings with partners including Advisory Group/Steering Committee meetings.
15. Prepare and coordinate the production and distribution of reports for donors, government officials, and other pertinent parties, ensuring timely delivery and adherence to stipulated guidelines.
16. Enhance project visibility to maximize impact and outreach.

IV. Monitoring and Evaluation

17. Ensure the monitoring of the project implementation within the portfolio, complying with donor visibility guidelines and financial rules.
18. Oversee internal review and quality control processes for project outputs, encompassing data monitoring and verification to enhance project deliverables' excellence and pertinence, including quantitative and qualitative assessments.
19. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Master's degree in political or social science, International Studies or a related field from an accredited academic institution with five years of relevant professional experience.

Or

- University degree in the above fields with seven years of relevant professional experience.

Experience

- Strong experience in providing technical and programmatic support in the fields of migration and human mobility. This includes tracking policy developments, contributing to policy documents, developing proposals, drafting briefing notes, and offering technical support to various stakeholders.
- Experience working with IOM/UN contractual requirements, procedures and rules relevant to the development and implementation of bilateral donors and EU funded projects is required.
- Experience in knowledge management and the production of concise internal and external reports, briefings and background materials is required.
- Strong experience in providing technical and programmatic support in the fields of migration and human mobility. This includes tracking policy developments, contributing to policy documents, developing proposals, drafting briefing notes, and offering technical support to various stakeholders.
- Experienced in program and project coordination related to migration and human mobility, encompassing day-to-day operations such as financial monitoring and supporting in resource mobilization efforts.
- Experience in the field of migration and mobility is required;
- Experience in international environment is highly desirable.

Skills

- Excellent knowledge of EU external migration and aid policies, financial instruments, institutions and decision-making mechanisms is required.
- Ability to identify and express clearly key messages, adapting style to the intended audience.
- Very good organisational skills including experience with the organization of large events.
- Excellent writing and communication skills.
- Strong skills in programme/project management including monitoring and evaluation
- Knowledge of MS Office products and good computer literacy skills are required.

Language

Fluency in English and Kiswahili is required.

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 an updated CV as well as a technical portfolio to the email address hrnairobi@iom.int referring to this advertisement

Closing Date: 12th June 2024

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 29.05.2024 to 12.06.2024