



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE

Open to Internal and External Candidates

Position Title : **Programme Manager - Regional Migrant Response Plan (MRP)**
Vacancy No. : **IOMRONBO/VN/052/2023**
Duty Station : **Regional Office, Nairobi, Kenya**
Classification : **National Officer, Grade NO-C**
Type of Appointment : **One Year Fixed Term Contract (with possibility of extension)**
Estimated Start Date : **As soon as possible**
Closing Date : **17 November, 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.

Context:

The MRP is a migrant-focused humanitarian and development response strategy for vulnerable migrants from the Horn of Africa traveling along the Eastern Route. The MRP 2021-2024 includes a four-year strategy whose objectives are to ensure protection assistance to vulnerable migrants in the Horn of Africa, support durable and development-oriented approaches to return and sustainable reintegration, strengthen the protection of migrants in the Horn of Africa by building capacities of governments, and analyze trends of migration between the Horn of Africa and Yemen.

Under the overall supervision of the Regional Director for East and Horn of Africa (EHOA) and direct supervision of the Regional Migrant Response Plan Coordinator for the Horn of Africa and Yemen, and in close coordination with coordinators of MRP working groups, relevant Regional Thematic Specialists and Regional Programme Managers at the Regional Office for East and Horn of Africa in Nairobi, the successful candidate will provide effective support for the overall programme management and coordination of projects funded under the MRP, including regular planning, monitoring, and evaluation, implementation and coordination with IOM Country Offices and the MRP partners at both regional and country levels. The incumbent will also support the MRP working groups and relevant Regional Thematic Specialists in programme tasks, including the development of regional concept notes, proposals, and reports linked to the MRP.

Core Functions / Responsibilities:

In particular he/she will:

1. Ensure coordination and overall project management functions for projects and activities contributing to the MRP, with management at the Regional Office level, and provide guidance and coordination to IOM country focal points for the implementation of the Plan at the country level, including project management and partner coordination.
2. Coordinate with IOM Programme Managers, Regional Thematic Specialists, and MRP partners to ensure a coherent approach and strong links and complementariness between all projects/grants feeding into the MRP portfolio, across the whole project cycle.
3. Regularly monitor and assess progress and performance, identify, and address any deviations from the Programme implementation strategy, update the MRP Coordinator and relevant stakeholders accordingly, and ensure corrective action is taken promptly based on the needs and gaps across the MRP partners and operational realities.
4. Work closely with the Resource Management Unit to backstop the technical, operational, and financial aspects of MRP project implementation and other related activities, prepare financial reports, ensure the implementation of relevant control systems, and manage administrative and logistical actions.
5. Ensure timely preparation, coordination, and submission of quality internal and external programme and project reports, including donor reports, and ensure documentation of lessons learned and best practices for future programme development initiatives.
6. In coordination with the MRP Coordinator as well as the Migrant Protection Working Group (MPWG) and Information Management Working Group (IMWG) coordinators, and relevant regional Thematic Specialists support the development of regional thematic concept notes, proposals, and reports linked to the MRP.
7. Work with the Monitoring and Evaluation (M&E) officer to develop and implement appropriate monitoring and evaluation tools for the effective design and implementation of MRP interventions in line with the MRP Strategic Framework and Monitoring and Evaluation Plan as well as conduct periodic and joint monitoring reviews of the MRP in coordination with partners, to share progress, discuss trends to reach common analysis, and validate targets set at the beginning of the year.
8. Establish and ensure the maintenance of a project-based and unit-wide reporting system, including the delivery of training as needed to relevant staff.

9. Ensure information sharing, knowledge transfer, coordination, and communication within the team, with other IOM units, and MRP partners, and participate in mission-level coordination as needed.

10. Conduct field visits to prepare background information to support the development of new programmes, project proposals, and concept notes and support resource mobilization actions in coordination with the MRP Coordinator, the Resource Support Unit, relevant IOM missions, Regional Office (RO) Thematic Specialists and relevant MRP partners in line with the MRP relevant policies, stakeholder needs, and donor interests and requirements.

11. Collate relevant updates on funding gaps and funds received, targets reached, and other relevant updates in line with the Global Humanitarian Overview (GHO)/ IOM's Global Crisis Response Plan (GCRP) periodic monitoring requirements, upload into the GHO/GCRP website and disseminate information to partners as well as current and prospective donors.

12. Support the Regional MRP Coordinator in the development of the annual programming cycle for the MRP and the development of relevant action plans and operational structures for data collection, analysis, monitoring, and reporting.

13. In coordination with the MRP Coordinator, convene meetings with MRP partners to discuss issues of concern, collaborate on innovations, and foster a positive exchange of information, develop situation reports, joint policy briefs, bulletins, feature stories, photographs/videos, websites, flash reports and advocacy messages with relevant partners.

14. Assist the MRP Coordinator in managing implementing partner grant allocation processes ensuring necessary coordination with relevant counterparts in line with the Terms of Reference and/or allocation guidelines, and assist in policy development, including the review and analysis of humanitarian issues and funding trends at the country level, capacity building of the recipient organizations, promoting coherence between humanitarian needs and response and conducting field visits to project sites.

15. When required, deputize for the MRP Coordinator, and respond to inquiries from the network of MRP partners, member states, and donors.

16. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Master's Degree in Humanitarian Affairs, International Relations, Development Studies, Economics, Political Science, or a related field from an accredited academic institution with five years of relevant professional experience; or
- Master's degree in social sciences, international cooperation, or a related field from an accredited academic institution with 5 years of relevant experience, or
- University degree in the above fields with seven (7) years of relevant professional experience.

Experience

- Experience working in an emergency context, in a coordination and project management function
- Experience working in the region or continent with UN or International Non-Governmental Organizations
- A minimum of five (5) years of progressively responsible experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation, development, project management, budget management, or related area is required.
- Humanitarian experience in the field (actual setting where a mission and/or project is being implemented) is required.
- Previous experience working in humanitarian financing, e.g., grant management, fundraising, and donor relations for humanitarian programmes is required.
- Experience in the design of policies and guidelines about humanitarian assistance is desirable.
- Excellent writing and communication skills; ability and proven track record to prepare and present clear and concise reports in English.
- Strong analytical and creative thinking skills.
- Strong coordination and negotiation skills
- High computer literacy; familiarity with standard word processing, spreadsheet, database, publishing, internet research, and e-mail communication
- Personal commitment, flexibility, efficiency, and drive for results; and make effective decisions under time pressure.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.
- Ability to work with a wide cross-section of partners: Government, NGOs, communities, academic institutions, media, and international donors.

Skills

- Good knowledge of the programme management cycle.
- Strong project development and report writing skills, including for developing results matrices and log frames and critical analysis; and,
- Computer skills and knowledge of relational databases, Microsoft applications spreadsheets, word processing, etc. is essential.
- High computer literacy; familiarity with standard word processing, spreadsheet, publishing, internet research, and e-mail communication
- Personal commitment, flexibility, efficiency, and drive for results; ability to perform research and make effective decisions under time pressure.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.
- Ability to work with a wide cross-section of research partners: Government, NGOs, communities, academic institutions, media, and international donors.

Languages

Fluency in English (oral and written) is required.

Desirable

Working knowledge of French, Arabic, or languages spoken in the East and Horn of Africa region is highly desirable.

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.
- 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 actions and delegated work.
- Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

Managerial Competencies – behavioural indicators – *level 2*

- Leadership: Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.
- Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.
- Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.
- Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.

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:

Indicate the Position Title & Vacancy Notice Number on the e-mail subject (**Programme Manager - Regional Migrant Response Plan (MRP) - IOMRONBO/VN/052/2023**), attach cover letter and CV with telephone and e-mail contacts including 3 Referees (Supervisors) to: IOM, RO Human Resources Department, via e-mail to ronairobihdrec@iom.int

Closing Date: 17 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: **03.11.2023** to **17.11.2023**