



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE

Open to Internal and External Candidates

Position Title : **Senior Assistant – Policy and Coordination**
VN No : **IOMKCO/VN/011/2024**
Duty Station : **Nairobi**
Classification : **General Service Staff, Grade G6**
Type of Appointment : **One Year Fixed Term, with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **10th March 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 overall supervision of Mission Support Coordinator and the direct supervision of the Programme Officer – Policy and Coordination, the incumbent will be responsible for supporting policy, coordination, and liaison functions of IOM Kenya with national, local government, UN, and other partners and stakeholders.

Core Functions / Responsibilities:

The Programme Assistant is responsible for the following tasks:

1. Contribute to strengthening the cooperation between IOM and all relevant stakeholders for programme development and implementation in Kenya.
2. Assist in strengthening institutional relations with the Government, UN and civil society and support on policy and coordination related matters.
3. Assist with receiving Government inputs, involvement, and commitment to all migration related initiatives in and involving Kenya.
4. Support with gathering and presenting information on policies and migration related frameworks, tools and research reports and developing policy brief.
5. Support with capacity building initiatives relevant to migration related policies, frameworks, SOPs, and other relevant curriculums.
6. Assist in strengthening of institutional relations with all Government of Kenya entities and support with relevant policy, coordination, and liaison matters.

7. Support on the planning, monitoring, evaluation, and reporting of UN frameworks, including the Kenya United Nations Sustainable Development Cooperation Framework (UNSDCF) in coordination and inputs from relevant IOM Kenya Units and Programmes.
8. Support the Government and other relevant stakeholders in the national implementation, reporting and monitoring of global frameworks including the Global Compact for Migration (GCM) and the agenda 2030.
9. Provide support in facilitating strategic debate and joint positions on migration among partners in Kenya for an improved migration governance.
10. Monitor, report and document relevant activities in relevant platforms and locations.
11. Any other duties as may be assigned by the supervisor.

Required Qualifications and Experience

Education

High School Diploma with training in Political sciences, Social Sciences, International Relations, Public Relations, or a related field and with 6 years of relevant experience.

or.

University degree in Political sciences, Social Sciences, International Relations, Public Relations, or a related field from an accredited academic institution with 4 years of relevant professional experience.

Experience

1. Minimum 4 years of experience working as government liaison preferably in UN, International Organizations or NGO sector working with top level government officials and embassies.
2. Demonstrated skills in developing network with the government of Kenya as well as the international community.
3. Excellent interpersonal and negotiation skills
4. IOM functional competencies required: effective communicator, successful negotiator, creative analytical thinker, active learner, strong team player and cross-cultural facilitator.
5. Ability to work under pressure and with minimum supervision.
6. Strong monitoring, reporting and evaluation skills.
7. Hard working and initiative taking.
8. Solid computer skills, including proficiency in MS Office package (Office, Excel, Power Point, Outlook), internet and Email.

Language

- Fluency in 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 behavior.
- 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.

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: 10th March 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 26.02.2024 to 10.03.2024