



International Organization for Migration (IOM)  
The UN Migration Agency

**VACANCY NOTICE**  
**Open to Internal and External Candidates**

Position Title : **Senior Programme Assistant (WASH and Infrastructure)**  
VN No : **IOMKCO/VN/016/2024**  
Duty Station : **Kakuma, Kenya**  
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 : **14<sup>th</sup> 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 the Senior Coordinator – Recovery and Resilience, and the direct supervision of the Water, Sanitation & Hygiene (WASH) and Infrastructure Coordinator, and in coordination with relevant departments, support units and sub-office teams, the Senior Programme Assistant (WASH & Infrastructure) will assist in the planning, implementation and monitoring of IOM's WASH and infrastructure activities in Kenya. Specifically, s/he will provide technical support to the design, implementation, supervision and evaluation of discrete WASH and infrastructure elements of IOM's integrated recovery and resilience programme to address the immediate and longer-term basic service needs of internally displaced people, refugees and host communities affected by conflict and/or disaster. The Programme Assistant (WASH & Infrastructure) will, additionally, assist in the planning and procurement of any construction or refurbishment works related to maintaining or expanding IOM office premises and facilities.

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

1. Liaise and coordinate with governmental counterparts and the department of water services in the selection and design of wells and boreholes.
2. Support the Senior Programme Assistant (WASH & Infrastructure) in preparing technical specifications, Bill of Quantities (BoQs), drawings of shallow wells and boreholes throughout the process from designing, tendering, procurement, installation and operation.
3. Carry out site supervision, ensuring that materials are used in accordance with the BoQ; keep records and coordinate with the logistics and procurement unit.
4. Regularly monitor the performance of the WASH systems.
5. Assist in selecting, training, and managing Water User Associations consisting of local leaders and community volunteers.
6. Facilitate that the targeted communities and the Department for Water Services (DWS) in target counties participate in programme design and delivery, promoting the sense of ownership.
7. Assist in identifying needs for hygiene kits in coordination with the WASH sector.
8. Plan logistics, administration and coordination of meetings, workshops, seminars, trainings, and conferences relevant to WASH and infrastructure at the regional/national level, as well as other events.
9. Draft and maintain project reports and records relevant to IOM's WASH and infrastructure programming, including research reports, individual beneficiaries files/ monitoring reports etc.
10. Support the WASH and Infrastructure Coordinator in identifying and documenting good practices, beneficiary stories and lessons learnt from programming.
11. Contribute to project concept notes and proposals.
12. Undertake duty travel relating to the project activities, as required
13. Perform other relevant duties as assigned.

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

#### **Education**

- Bachelor's degree in Civil Engineering or environmental engineering, from an accredited academic institution with four years in working in implementing WASH programmes in humanitarian crisis or community development settings with three years of relevant professional experience.

## **Experience**

- Experience in implementing WASH activities including the construction and repair of wells and solar pumping in humanitarian and development contexts;
- Experience in liaising with national, local governmental authorities and local leaders, national/international institutions, United Nations agencies and non-governmental organizations;
- Experience in working with migrants, refugees, internally displaced persons and other vulnerable groups; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage
- Experience in recovery and resilience projects would be an advantage.

## **Skills**

- Knowledge on technical requirements of WASH projects such as, but not limited to, boreholes, shallow wells, hand pumps, drift irrigations.
- In depth knowledge of the WASH issues and needs in Kenya.
- Knowledge on migration related subject areas dealt with by the Organization advantageous.

## **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 is 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 a Motivation Letter and the updated CV to the email address [hrnairobi@iom.int](mailto:hrnairobi@iom.int) referring to this advertisement.

**Closing Date: 14<sup>th</sup> 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 29.02.2024 to 14.03.2024**