



International Organization for Migration (IOM)  
The UN Migration Agency

## VACANCY NOTICE

### Open to Internal and External Candidates

Position Title : **Senior Project Assistant (Finance)**  
SVN No : **IOMKCO/VN/020/2024**  
Duty Station : **Nairobi, Kenya**  
Classification : **General Service Staff, Grade G-7**  
Type of Appointment : **One Year Fixed Term, with possibility of extension**  
Estimated Start Date : **As soon as possible**

Closing Date : **08 April, 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:**

Since the inception of IOM in 1951, Movement Operations have been and continue to be a fundamental pillar of the Organization's work. The organized movement of persons in need of international migration assistance is a primary mandate of the Organization and a cornerstone of IOM's operations. This mandate has resulted in the international transport of more than 15 million migrants and refugees worldwide. Movement Operations Units in various IOM Country Offices, coordinated under the Division of Resettlement and Movement Management (RMM) in the Department of Operations and Emergencies (DOE) at IOM's Geneva Headquarters (HQ), are responsible for all aspects of travel for migrants and refugees under IOM's auspices, in accordance with the various framework agreements with resettlement and receiving Governments and partners across the spectrum of the Organization's programmes.

Under the general supervision of the Head of Operations, East and Southern Africa (ESA), the direct supervision of the Project Officer, and in close coordination with the United States Refugee Admissions Program (USRAP) Coordination structures, the Senior Project Assistant (Finance) will assist the Project Officer in all aspects of financial and budget management for Resettlement and Movement Management (RMM) programmes in East and Southern Africa, in particular the incumbent will undertake the below responsibilities: -

**Core Functions / Responsibilities:**

1. Coordinate with East and South Africa (ESA) Country Office Resource Management Officers (RMO), Resettlement and Movement Management (RMM) Operations Officers, and the Regional Resettlement and Movement Management (RRMM) team for ESA to prepare budgets (and revisions), based on programmatic needs and in line with donor and IOM guidelines.
2. Create and maintain regular reporting to ensure that country and RRMM operational budgets are utilized in line with donor expectations. Regularly update country mission management, the Project Officer and the Head of Operations, East and Southern Africa to ensure strategic utilization of programmes resources.
3. Serve as the focal point for regional and country level budget preparation, revision and activation in line with IOM's program management guidelines.
4. Regularly undertake field travel to ESA countries to provide training and support in USRAP /RMM budgeting, reporting, and cost allocation and to verify whether missions are complying with IOM – PRM (Population Refugee and Migration) Memorandum of Understanding (MOU), for expenditure as well as IOM infrastructure costs.
5. Determine, harmonize, review and establish, through cost-benefit analysis, the fees for all operational services to be charged to resettlement partners and migrants for on-going and new resettlement projects in IOM Transit Centres, offices and/or accommodation guest houses in the region in coordination with concerned missions.
6. Review agreements and contracts with various service providers, suppliers, and partners servicing USRAP projects in coordination with the IOM HQs Legal Department and/or concerned missions.
7. Review existing systems and procedures and recommend improvements to strengthen internal monitoring, evaluation and control systems and improve efficiency and effectiveness.
8. Provide information, statistics, cost estimates and budgets to the Project Officer and the Head of Operations, East and Southern Africa, concerned missions, and USRAP Global Management Team in IOM Washington, upon request and in coordination with the Project Officer and the Head of Operations, East and Southern Africa.
9. Consult and coordinate closely with the USRAP Global Programme Coordinator in IOM Washington, the USRAP Financial Analysts based in the Manila Administrative Center (MAC), and IOM partners and donors as needed on related financial and administrative matters.
10. Maintain and ensure the confidentiality and integrity of all USRAP-related information by implementing control procedures in line with USRAP standards of conduct and data protection rules. Alert the Project Officer and the Head of Operations, East and Southern Africa of any potential non-compliance demonstrated within financial records.
11. Any other duties assigned.

**Required Qualifications and Experience****Education**

- Bachelor's Degree in Business Administration, Accounting, Finance, or a related field from an accredited institution and five years relevant working experience,  
Or;
- High School Diploma with seven years of relevant professional experience.

**Experience**

1. Prior experience with program financial management and/or the production of reports is preferred.

2. At least 5 years of relevant experience in such areas as protection, inclusion, AAP, migrant assistance, refugee resettlement, monitoring and evaluation, diversity, equality and inclusion, social work, etc.
3. Experience with USRAP and RMM programs is preferred. Experience using IOM Program Management Databases and tools (eg PRIMA, PRISM etc) is an advantage.
4. Experience with processing systems such as MiMOSA and iGATOR is preferred.
5. Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook; previous experience in SAP is a distinct advantage.
6. Attention to detail, ability to organize paperwork, and to create efficient accounting systems is preferred.
7. Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

### **Skills**

- Strong interpersonal and communication skills.
- Attention to detail with an ability to organise.
- Self-motivated, objective driven and able to use own initiative and work under pressure with minimum supervision.
- Computer/software literate with good knowledge of Microsoft Office applications.

### **Language**

- Fluency in both written and spoken English and Kiswahili.

### **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 their updated CV to the email address [hrnairobi@iom.int](mailto:hrnairobi@iom.int) referring to this advertisement.

**Closing Date: 08 April 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 25.03.2024 to 08.04.2024