



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE

Open to Internal and External Candidates

Position Title : **Senior Medical Project Assistant (Compliance – Training)**

Vacancy No. : **IOMRONBO/VN/001/2024**

Duty Station : **Regional Office, Nairobi, Kenya**

Classification : **General service, Grade G6**

Type of Appointment : **One Year Fixed Term Contract (with possibility of extension)**

Estimated Start Date : **As soon as possible**

Closing Date : **02 February, 2024**

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:

Established in early 2018 at the Regional Office for East and Horn of Africa, the Regional Data Hub (RDH) aims to support evidence- based strategic and policy level discussion on migration through a combined set of initiatives. These include: strengthening regional primary and secondary data collection and analysis; increasing Information management capacity across countries; providing technical support to ensure harmonization and interoperability of key methodologies used to monitor population mobility; and the engagement of key stakeholders and governmental counterparts in migration dialogue and consultation.

Under the overall supervision of the Regional Health Assessment Programme Coordinator and direct supervision of the Regional Migration Health Nurse Coordinator and in coordination with the IOM USRAP Washington Training Coordinator, the Senior Medical Project Assistant (Compliance - Training) will be responsible for supporting all training activities for Migration Health Division (MHD) staff in Sub-Saharan Africa who are carrying out Health Assessment Programme-related activities, with the following duties and responsibilities:

Core Functions / Responsibilities:

In particular he/she will:

1. Using the IOM core competencies, technical work requirements, and donor requirements as a guide, work and collaborate with the IOM USRAP Washington Training Unit and MHD management to identify training priorities, focusing on training that will improve staff capabilities, skills, and technical knowledge. Prepare and communicate training work plans and keep all stakeholders updated regarding training priorities and plan alterations. Reach-out regularly to MHD staff and managers in Sub-Saharan Africa to assess training needs and help them utilize training to meet professional development goals.
2. Complete successfully the annual USRAP in-person or virtual multi-week Training of Trainers (TOT) Workshop, which reviews the year's thematic trainings, offers guidance on how to present the material, teaches training organization and facilitation skills, advises on the wider role of the Compliance Training position in relation to giving technical training and coordinating training workshops and programs, requires the completion of weekly homework assignments, and necessitates active participation including presenting training material with the purpose of receiving feedback from the facilitators and other participating trainers.
3. Organize all MHD trainings in Sub-Saharan Africa, handling the logistics and administrative details of the training sessions, including securing the training venue, organizing IT services, preparing print materials, disseminating agendas, communicating with participants on the training details, arranging travel for participants or facilitators as needed, organizing welcome packets and other materials for participants, preparing the set-up of the room, and cleaning up after the training session is completed.
4. Facilitate the annual thematic trainings released by the IOM Washington Training Unit. Ensure all MHD staff throughout Sub-Saharan Africa who are carrying out resettlement and PMHA receive the thematic trainings they are required to take during the year.
5. Act as a facilitator for other training sessions, ensuring the material and exercises are presented as written and that the facilitation is engaging and dynamic. When not the sole or lead facilitator, provide support to the facilitator(s) as needed and assist in the preparation of instructional materials, presentations, participant workbooks and handouts.
6. As needed, ensure MHD staff in Sub-Saharan Africa complete MHD, RMM and USRAP required IOM e-learning courses and other online training sessions, as well as required

mission-level and external trainings. When training is offered virtually at the global level, assist the Training Unit by communicating with Sub-Saharan Africa staff regarding virtual training dates, times, and participation.

7. As required, coordinate, or support other learning programs, activities, and events within Sub-Saharan Africa such as workshops, wellness weeks, mentoring programs, and seminars. Provide logistical and administrative support, input on content and facilitation methodologies, and coordination with relevant entities such as external companies and facilitators, the Training Unit on budget approval and Staff Development and Learning Unit (SDL) on attendance records.
8. Record staff attendance at all training sessions and submit attendance lists to the SDL and the IOM USRAP Washington Training Unit. Regularly communicate with the Project Manager and Training Coordinator regarding staff who have not received the required trainings and how you plan to have them trained.
9. Collect evaluations of trainings to produce demonstrable outcomes and ensure continual improvements are made. Regularly follow up with staff who took trainings to measure how the training knowledge is being applied to their work.
10. Participate in quarterly calls with the Training Coordinator and the Training Team to discuss the trainings that have been given and any challenges or outstanding issues. Prepare quarterly statistical and narrative reports on the training that has been given and the staff who attended and submit to Project Manager and the Training Coordinator.
11. Continually improve facilitation, coordination, communication, and organization skills related to training by engaging in professional development and learning opportunities and actively seeking out knowledge that will enhance and grow the position.
12. Demonstrate a comprehensive understanding of the relevant MHD Standard Operating Procedures (SOPs) technical systems. Demonstrate the ability to remain professional, impartial, and unbiased during all interactions with migrants and colleagues per the IOM Code of Conduct and instruction on the prevention of sexual exploitation and abuse (PSEA).
13. Perform other duties as required.

Required Qualifications and Experience

Education

- Bachelor's Degree in Social Sciences, Health Sciences or related fields from an accredited institution with a focus on Training and Education and four years relevant working experience
or;
- Secondary School (High School) education with six years of relevant professional experience

Experience

1. Demonstrated experience providing comprehensive training on complex topics to a wide range of cross-cultural audiences, and developing tailored learning materials, including presentations, workbooks, and other learning tools, is required.
2. Experience facilitating training in a wide range of training contexts, including in- person, virtual, e-learning, and other environments, is required.
3. Experience developing training materials utilizing a variety of adult learning methodologies and materials is an advantage.
4. Experience identifying, organizing, and carrying out other learning opportunities, including workshops, exchanges, and mentorship programs, is an advantage.
5. Experience in the context of IOM Health Assessment Programmes is a distinct advantage.
6. Experience training on medical, humanitarian, social inclusion, and protection topics, including age, gender, and diversity, is a distinct advantage.
7. Experience with international humanitarian organizations, non-government, or government institutions/organization in a multi-cultural setting, is desired.

Skills

- Excellent public speaking, facilitation, and teaching skills.
- Comprehensive understanding of adult learning methodologies and a variety of approaches to training development and delivery.
- Attention to detail, ability to organize paperwork in a methodical way.
- Discreet, details and clients-oriented, patient and willingness to learn new things.
- The ability to work independently, solicit and receive feedback, and manage training activities.
- The ability to coordinate regionally and globally with general and professional staff.
- Proficient in Microsoft Office applications e.g., Word, Excel, PowerPoint, and Outlook.

Languages

Fluency in both written and spoken English and Kiswahili is required. Knowledge of French is an advantage.

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 1*

- **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.

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:

Submit cover letter indicating the Position Title & Vacancy Notice Number (VN No.), 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: 02 February 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: **19.01.2024** to **02.02.2024**