

Position Title : **Programme Officer (Emergency and Stabilization)**
Duty Station : **Nairobi, Kenya**
Classification : **Professional Staff, Grade P2**
Type of Appointment : **Special short-term graded, six months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **12 November 2023**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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 work environment. Read more about diversity and inclusion at IOM at www.iom.int/diversity.

Applications are welcome from first- and second-tier candidates, particularly qualified female candidates as well as applications from the non-represented member countries of IOM. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

For the purpose of this vacancy, the following are considered first-tier candidates:

1. Internal candidates
2. Candidates from the following non-represented member states:
Antigua and Barbuda; Barbados; Botswana; Cabo Verde; Comoros; Congo (the); Cook Islands; Dominica; Fiji; Grenada; Guinea-Bissau; Holy See; Iceland; Kiribati; Lao People's Democratic Republic (the); Madagascar; Marshall Islands; Micronesia (Federated States of); Namibia; Nauru; Palau; Saint Kitts and Nevis; Saint Lucia; Solomon Islands; Suriname; The Bahamas; Tonga; Tuvalu; Uzbekistan; Vanuatu

Second tier candidates include:

All external candidates, except candidates from non-represented member states.

Context:

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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.

The IOM Regional Office for East and Horn of Africa (EHOA) provides direct support to the thematic work of the Department of Operations and Emergencies (DOE), covering the Organization's crisis-related work, which includes preparedness, response, risk reduction and prevention, and support to recovery, transition processes and population movement operations. The Region has been affected by large-scale refugee and migrant movements, protracted conflict and humanitarian need, including the wide-ranging impacts of conflicts in South Sudan and Somalia, and pockets of instability and fragility, often fuelled by the effects of widespread environmental degradation and climate change.

The Regional Office oversees the programming in the following IOM Country Offices: Djibouti, Eritrea, Ethiopia, Somalia, Kenya, South Sudan, Uganda, Rwanda, Burundi and the United Republic of Tanzania. The Programme Officer will engage with colleagues in Country Offices in the Region, to draw lessons from successful practices and support strengthening of IOM's programme management, coordination and implementation, related to emergency and post crisis needs. This will serve to improve regional oversight, capacity building and reporting needs and priorities overall. The Officer will also work to strengthen IOM's work with the Office of the Special Envoy to the Great Lakes (OESG-GL).

Under the direct supervision of the East and Horn of Africa Senior Regional Emergency and Post Crisis Thematic Specialist (EPC RTS) and the overall supervision of the Regional Director and the technical oversight of the Director of DOE, the successful candidate will support emergency and stabilization programming in the East and Horn of Africa Region.

Core Functions / Responsibilities:

1. Participate in the development of new strategies as opportunities emerge especially related to the emergency and community stabilization fields in the East and Horn of Africa Region.
2. Assist in the quality control of donor proposals, donor reports and updates as part of overall reporting requirements for the emergency programmes in EHoA Region
3. Support the EPC RTS and Country Offices in assessment and development of concepts for proposals for emergency, recovery, stabilization and transition programming for the East and Horn of Africa Region.
4. Coordinate and document regular monthly engagements with country offices in the EHoA region and support monitoring of follow up actions and strengthening the knowledge management initiatives within the unit.
5. Strengthen the engagement of IOM with Office of the Special Envoy to the Great lakes (OESG-GL) through support to the implementation of the UN Strategy for Peace Consolidation, Conflict Prevention and Conflict Resolution in the Great Lakes region.
6. Act as a seconded member of the inter-agency Integrated Secretariat support in the coordination and co-organization of the inter-agency events and meetings and donor briefings on the Strategy and its Action Plan and in enhancing knowledge management.
7. Assist the EPC RTS in overseeing and managing all activities of the EPC Unit, including research and analysis for stronger programming approaches at the Regional and Country Office levels.
8. Assist with the establishment and review of administrative and operational requirements during emergencies in EHoA Region, and initiate actions to fulfil and monitor those requirements.
9. Draft regular Situation Reports and other relevant reports for IOM, and any special reports covering IOM activities in EHoA Region.
10. In coordination with the EPC RTS, support IOM's engagement in, and participate in, the Humanitarian Country Team, Inter-cluster and other multi-agency mechanisms in the countries in the Region, as needed.
11. Perform such other duties as may be assigned

Required Qualifications and Experience:

Education

- Master's degree in Political or Social Sciences, Law, International Relations or a related field from an accredited academic institution with two years of relevant professional experience; or
- University degree in the above fields with four years of work experience

Experience

- Minimum of two years of work experience either on project development, project management, database management, project monitoring and evaluation relevant to emergency and community stabilisation; and,
- Experience of working in a multi-cultural setting.

Skills

- Advanced English writing, communication and negotiation skills.
- Ability to collect and analyze data on emergency and community stabilization topics, and,
- Computer/software literate, preferably knowledgeable in Microsoft Office, Adobe Acrobat and Photoshop with experience of maintaining a website.

Languages

IOM's official languages are English, French, and Spanish.

For this position, fluency in English is required (oral and written). Fluency in French is an advantage.

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

Notes

¹ Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

Required Competencies:

Values - all IOM staff members must abide by and demonstrate these five 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.
- **Courage:** Demonstrates willingness to take a stand on issues of importance.
- **Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

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.
- **Humility:** Leads with humility and shows openness to acknowledging own shortcomings.

IOM's competency framework can be found at this link.

https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf

Competencies will be assessed during a competency-based interview.

Other:

Internationally recruited professional staff are required to be mobile.

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

This selection process may be used to staff similar positions in various duty stations. Recommended candidates will remain eligible to be appointed in a similar position for a period of 24 months.

The list of NMS countries above includes all IOM Member States which are non-represented in the Professional Category of staff members. For this staff category, candidates who are nationals of the duty station's country and who do not have prior experience outside the duty station's country as staff member in the Professional category cannot be considered eligible.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.

Vacancies close at 23:59 local time Geneva, Switzerland on the respective closing date. No late applications will be accepted.

How to apply:

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 12 November 2023 at the latest, referring to this advertisement.

IOM only accepts duly completed applications submitted through the IOM e-Recruitment

system. The online tool also allows candidates to track the status of their application.

Only shortlisted candidates will be contacted.

For further information please refer to: www.iom.int/recruitment

Posting period:

From 30.10.2023 to 12.11.2023

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.

Requisition: SVN 2023 389 Programme Officer (Emergency and Stabilization) (P2) Nairobi, Kenya
(58456658) Released

Posting: Posting NC58456659 (58456659) Released