

Position Title : **Project Support Officer**  
Duty Station : **Nairobi, Kenya**  
Classification : **Professional Staff, Grade P2**  
Type of Appointment : **Fixed term, one year 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](http://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:**

Under the overall supervision of the Regional Director and direct supervision of the Regional Health Assessment Programme Coordinator, and in coordination with relevant regional Health Assessment Programme team colleagues, the successful candidate will be based in the IOM Regional Office in Nairobi, Kenya and will have the following duties and responsibilities in the areas of project support, budget support, reporting, public affairs, event coordination, interpretation management and resource management coordination.

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

1. Support the Regional Health Assessment Programme Coordinator (RHAPC) in project development, implementation and reporting activities, including coordinating regular reports,

providing inputs for budgets and project proposals and reviewing and updating United States Refugee Admissions Program (USRAP)-specific policies in coordination with USRAP and Country Office management.

2. Assist the RO Health Assessment Programme (HAP) Finance Team in monitoring spending across the project region, and flagging areas of under or overspending to RHAPC.

3. Coordinate report drafting and informational materials, including flash reports, updates, surveys, bulletins, factsheets, and dashboards addressing a wide variety of USRAP-related topics. Facilitate collaboration and revision processes to produce high quality, timely, topical, and polished pieces that integrate relevant IOM approaches, policies, and guidelines. Support the production of materials with data visualizations and formatting and, where relevant, work with a designer and/or communications specialist to ensure materials are in line with Organizational branding and professional standards.

4. Coordinate the organization of a wide range of events, including meetings and activities, Regional Office-level events, town halls and high-level visits. Supervise the production of event-related outputs, including briefs, meeting agendas and minutes, reports, fact sheets, and presentations. Provide coordination support for management and staff visits to other entities and IOM missions, including drafting visit agendas, scheduling appointments, and maintaining relevant correspondence. Where relevant, liaise between RHAPC and with other Chief Migration Health Officer (CMHO) on cross-departmental meetings.

5. Oversee the development and maintenance of regional HAP key contact information, rosters, web resources and distribution lists, as well as organigrams for relevant HAP units/country offices.

6. Coordinate between Management, the Resources Management Unit(s) (RMU) in the relevant Country Offices in the Region, and other relevant entities to help ensure the project is observant of financial, administrative and procurement requirements in line with IOM rules and regulations and that all resources management needs are being met within the project. Help ensure procurement-related work is organized efficiently and on time through the drafting and monitoring of Quarterly Procurement Plans.

7. Supervise staff focused on project management support duties in the areas of project support, reporting, interpretation management and resource management coordination. Assist in hiring staff, provide training, technical assistance, and information on changes to workflows and procedures, assign duties, and give feedback on performance on a regular basis to facilitate high quality work and accurate completion of duties.

8. Help identify knowledge gaps and recommend opportunities for the expansion of data collection activities that will contribute to future reports and informational materials.

9. Oversee the periodic review and update of internal USRAP project administrative workflows and organizational charts to continually track and streamline procedures.

10. Liaise with the USRAP HR Business Partner in IOM USRAP Washington, D.C. and HR units in various Country Offices in the Region regarding the background check process for new and current staff. Alert the RHAPC of any process issues.

11. Maintain and ensure the confidentiality and integrity of all USRAP project-related information by implementing control procedures in line with USRAP program integrity guidelines, standards of conduct and data protection rules. Alert RHAPC or the relevant CMHO of any non-compliance to SOPs or codes of conduct.

12. Perform such other duties as may be assigned.

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

### **Education**

- Master's degree in social science, International Relations, Health Sciences, 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 relevant professional experience.

### **Experience**

- Experience in USRAP, particularly in processing or movement operations activities, such as field support, movements, data processing, employment verification, case creation, pre-screening, USCIS adjudications support, scheduling, field support and out-processing, is a distinct advantage;
- Knowledge of USRAP program implementation and familiarity with IOM's administrative, financial, and business rules and practices is desirable; and,
- Demonstrated proficiency with START is an advantage.

### **Skills**

- Strong written and verbal communication skills and ability to effectively communicate with and lead a team is essential;
- Excellent computer skills and a high level of proficiency in spreadsheet and database applications; and,
- Strong organizational skills.

### **Languages**

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

For this position, fluency in English is required (oral and written). Working knowledge of Kiswahili, French, and/or any other UN Official Language 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**

<sup>1</sup> 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](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 endorsed by the Appointments and Postings Board 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](http://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: VN 2023 485 Project Support Officer (P2) Nairobi, Kenya (58456640) Released

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