

Position Title : **Senior Coordinator - Recovery and Resilience**  
Duty Station : **Nairobi, Kenya**  
Classification : **Professional Staff, Grade P4**  
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. External female candidates:
3. Candidate 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 of IOM and female candidates.

### **Context:**

Under the overall guidance of the Chief of Mission and direct supervision of the Head of Programme and Policy Development, and in close cooperation with Programme Managers and Head of Sub-Offices, in close coordination with the Regional Thematic Specialist (RTS) and relevant Divisions/Departments/Units at Headquarters, the successful candidate will be responsible and accountable for the development, implementation, oversight, and coordination of IOM Kenya's programming portfolio in the fields of crisis preparedness and response, recovery and resilience, and human mobility in the context of climate change, environmental degradation, and disasters risk reduction.

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

1. Oversee and coordinate the formulation of country specific policies, strategies pertaining to emergencies, peace, human mobility in the context of climate change, and identify and develop new programmes to address emerging needs in Kenya.
2. In close collaboration with the Chief of Mission and Head of Programme and Policy Development, ensure that all components of relevant projects, programmes, and activities operate in a coherent and mutually supportive manner, ensuring a smooth coordination among all partners and stakeholders.
3. Support IOM's engagement in relevant forums by providing strategic and operational inputs, including representation of IOM, together with the Chief of Mission and Head of Programme and Policy Development in relevant meetings, forums, and platforms.
4. Ensure adequate IOM's response preparedness by:
  - a. Improving coordination in the response preparedness capacity of programmes;
  - b. Verifying and facilitating alignment of programmatic response preparedness with inter-agency common planning frameworks; and,
  - c. Coordinating the implementation of the preparedness efforts envisaged by IOM in relevant thematic areas.
5. Recommend how cross cutting issues including gender, age, education, disability, environment, and protection can be better incorporated for further enhancement of IOM's programming leaving no one behind.
6. Guide and supervise staff responsible for the implementation of relevant projects and programmes. Coordinate and provide training to staff to promote a common understanding and knowledge of ways and means to strengthen programming.
7. Identify new opportunities for the relevant portfolio and participate in the development of project proposals in coordination with relevant Programme/Project Managers and Units in the Mission, the Regional Office, and HQ.
8. Ensure the provision of timely, accurate, standardized, and adequate information to all relevant stakeholders on relevant IOM interventions, paying special attention to the situation concerning the vulnerable groups. Establish and strengthen liaison with donor representatives and periodically brief them on current and planned programmes in order to mobilize necessary resources.
9. Undertake duty travel relating to need assessments, project monitoring, liaison with counterparts, problem solving, and new project development, as required.
10. Perform such other duties as may be assigned.

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

### **Education**

- Master's degree in international relations, Social Sciences, Disaster Management, International relations, Conflict Management, Human Rights/ Law, Information Management, or a related field from an accredited academic institution with seven years of relevant professional experience; or
- University degree in the above fields with nine years of relevant professional experience.

## Experience

- Professional experience in the field of emergency and humanitarian affairs, transition and recovery programming, knowledge on global policies and guidelines related to humanitarian affairs and recovery and resilience responses;
- Experience working in implementation and delivery of humanitarian response and recovery & resilience projects in a variety of contexts is a must;
- Strong project implementation and management experience, including project monitoring and reporting an advantage;
- Demonstrated experience in policy and strategy development;
- Experience working in complex settings that requires sound judgment, and operational flexibility;
- Previous solid work experience in East and Horn of Africa and IGAD Region in a similar capacity with humanitarian agencies, in particular the UN, is a strong advantage; and
- Recent experience in managing multi-cultural teams in challenging circumstances to effectively meet programming goals.

## Skills

- Good knowledge of the broad range of migration related subject areas dealt with by the Organization and experience in the field of emergency response, recovery, and resilience with the UN, international organizations, and non-governmental organizations;
- Strong Ability to supervise interventions and coordinate administrative activities;
- Delivers on set objectives in hardship situations;
- Effectively coordinates actions with other implementing partners;
- Works effectively with local authorities, stakeholders, beneficiaries, and the broader community to advance country office and regional objectives;
- Works effectively in high-pressure, rapidly changing environments;
- Coordinates actions with all relevant actors and makes use of coordination structures;
- Supports adequate levels of information sharing between internal units, external partners, other IOM offices, and all other relevant actors;
- Establishes and maintains effective relationships with implementing partners;
- Makes correct decisions rapidly based on available information;
- Ability to think both creatively and strategically;
- Good interpersonal communication and presentation skills; and,
- Supports adequate levels of information sharing between internal units, external partners, other IOM offices, and all other relevant actors.

## Languages

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

For this position, fluency in English is required (oral and written). Working knowledge of another UN language (Arabic, Chinese, French, Russian, and Spanish) 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 3

- **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 3

- **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 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 484 Senior Coordinator - Recovery and Resilience (P4) Nairobi, Kenya (58456602)  
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