

Position Title : **Regional Programme Manager (Regional Migrant Response Plan (MRP))**

Duty Station : **Nairobi, Kenya**

Classification : **Professional Staff, Grade P3**

Type of Appointment : **Special short-term graded, six months with possibility of extension**

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

Closing Date : **09 November 2022**

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; Aruba (Netherlands); Botswana; Cabo Verde; Comoros; Congo (the); Cook Islands; Cuba; Curaçao; Fiji; Grenada; Guinea-Bissau; Holy See; Iceland; Kingdom of Eswatini; Kiribati; Lao People's Democratic Republic (the); Latvia; Madagascar; Marshall Islands; Micronesia (Federated States of); Montenegro; Namibia; Nauru; Palau; Saint Kitts and Nevis; Saint Lucia; Saint Vincent and the Grenadines; Samoa; Sao Tome and Principe; Seychelles; Solomon Islands; Suriname; The Bahamas; Timor-Leste; Tonga; Tuvalu; Vanuatu

Second tier candidates include:

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

Context:

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 assist in meeting the operational challenges of migration and mobility, advance understanding of migration issues, encourage social and economic development through migration; and upholding the human dignity and well-being of migrants (including Internally Displaced Persons, refugees, asylum seekers), and other mobile populations. IOM's Regional Office for the East and Horn of Africa supports the following countries: Burundi, Djibouti, Eritrea, Ethiopia, Kenya, Rwanda, Somalia, South Sudan, the United Republic of Tanzania, and Uganda.

The Regional Migrant Response Plan (MRP) is a migrant-focused humanitarian and development response strategy for vulnerable migrants from the Horn of Africa traveling along the Eastern Route. The MRP 2021-2024 includes a four-year strategy whose objectives are to ensure protection assistance to vulnerable migrants in the Horn of Africa, support durable and development-oriented approaches to return and sustainable reintegration, strengthen the protection of migrants in the Horn of Africa by building capacities of governments, and analyze trends of migration between the Horn of Africa and Yemen.

Under the overall supervision of the Regional Director for East and Horn of Africa (EHOA) and direct supervision of the Regional Migrant Response Plan Coordinator for the Horn of Africa and Yemen, and in close coordination with coordinators of MRP working groups, relevant Regional Thematic Specialists and Regional Programme Managers at the Regional Office for East and Horn of Africa in Nairobi, the Regional Programme Manager (Regional Migrant Response Plan (MRP)) will provide effective support for the overall programme management and coordination of projects funded under the MRP, including regular planning, monitoring, and evaluation, implementation and coordination with IOM Country Offices and the MRP partners at both regional and country levels. They will also support the MRP working groups, and relevant Regional Thematic Specialists in programme tasks including the development of regional concept notes, proposals, and reports linked to the MRP.

They will oversee the implementation of the MRP RO-managed projects and support the coordinator in coordination functions for the MRP framework and its working groups.

Core Functions / Responsibilities:

MRP Programme Management

1. Ensure coordination and overall project management functions for projects and activities contributing to the MRP, with management at the Regional Office level, and provide guidance and coordination to IOM country focal points for the implementation of the Plan at the country level, including project management and partner coordination.
2. Coordinate with IOM Programme Managers, Regional Thematic Specialists, and MRP partners to ensure a coherent approach and strong links and complementarity between all projects/grants feeding into the MRP portfolio, across the whole project cycle.
3. Regularly monitor and assess progress and performance, identify, and address any deviations from the Programme implementation strategy, update the MRP Coordinator and relevant stakeholders accordingly, and ensure corrective action is taken promptly based on the needs and gaps across the MRP partners and operational realities.
4. Work closely with the Resource Management Unit to backstop the technical, operational, and financial aspects of MRP project implementation and other related activities, prepare financial reports, ensure the implementation of relevant control systems, and manage administrative and logistical actions.
5. Ensure timely preparation, coordination, and submission of quality internal and external programme and project reports, including donor reports, and ensure documentation of lessons learned and best practices for future programme development initiatives.
6. In coordination with the MRP Coordinator as well as the Migrant Protection Working Group (MPWG) and Information Management Working Group (IMWG) coordinators, and relevant regional Thematic Specialists support the development of regional thematic concept notes, proposals, and reports linked to the MRP.
7. Work with the Monitoring and Evaluation (M&E) officer to develop and implement appropriate monitoring and evaluation tools for the effective design and implementation of MRP

interventions in line with the MRP Strategic Framework and Monitoring and Evaluation Plan as well as conduct periodic and joint monitoring reviews of the MRP in coordination with partners, to share progress, discuss trends to reach common analysis, and validate targets set at the beginning of the year.

8. Establish and ensure the maintenance of a project-based and unit-wide reporting system, including the delivery of training as needed to relevant staff.

9. Ensure information sharing, knowledge transfer, coordination, and communication within the team and with other IOM units and MRP partners and participate in mission-level coordination as needed.

10. Conduct field visits to prepare background information to support the development of new programme and project concepts and proposals and support resource mobilization actions in coordination with the MRP Coordinator, the Resource Support Unit, relevant IOM missions, Regional Office (RO) Thematic Specialists and relevant MRP partners in line with the MRP relevant policies, stakeholder needs, and donor interests and requirements.

11. Collate relevant updates on funding gaps and funds received, targets reached, and other relevant updates in line with the Global Humanitarian Overview (GHO)/ IOM's Global Crisis Response Plan (GCRP) periodic monitoring requirements, upload into the GHO/GCRP website and disseminate information to partners as well as current and prospective donors.

12. Support the Regional MRP Coordinator in the development of the annual programming cycle for the MRP and the development of relevant action plans, and operational structures for data collection, analysis, monitoring, and reporting.

13. In coordination with the MRP Coordinator, convene meetings with MRP partners to discuss issues of concern, collaborate on innovations, and foster a positive exchange of information, develop situation reports, joint policy briefs, bulletins, feature stories, photographs/videos, websites, flash reports and advocacy messages with relevant partners.

14. Assist the MRP Coordinator to manage implementing partner grant allocation processes ensuring necessary coordination with relevant counterparts in line with the Terms of Reference and/or allocation guidelines and assist in policy development, including the review and analysis of humanitarian issues and funding trends at the country level, capacity building of the recipient organizations, promoting coherence between humanitarian needs and response and conducting field visits to project sites.

15. When required, deputize for the MRP Coordinator, and respond to inquiries from the network of MRP partners, member states, and donors.

16. Perform such other related duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's Degree in Humanitarian Affairs, International Relations, International Cooperation, Development Studies, Economics, Political Science, Social Sciences, or a related field from an accredited academic institution with five years of relevant professional experience; or
- University degree in the above fields with seven years of relevant professional experience.

Experience

- Progressively responsible experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation, development, project management, budget

management, or related area is required;

- Humanitarian experience in the field (actual setting where a mission and/or project is being implemented) is required;
- Previous experience working in humanitarian financing, e.g. grant management, fundraising, and donor relations for humanitarian programmes is required;
- Experience working in an emergency context, in a coordination and project management function;
- Experience working in the region or continent with UN or International Non-Governmental Organizations;
- Experience in the design of policies and guidelines about humanitarian assistance is desirable.

Skills

- Good knowledge of the programme management cycle;
- Strong project development and report writing skills, including for developing results matrices and log frames, and critical analysis;
- Excellent writing and communication skills; ability and proven track record to prepare and present clear and concise reports in English;
- High computer literacy; knowledge of relational databases, Microsoft applications spreadsheets, word processing, spreadsheet, publishing, internet research, and e-mail communication is required;
- Personal commitment, flexibility, efficiency and drive for results; ability to perform research and make effective decisions under time pressure;
- Strong analytical, creative thinking, coordination, and negotiation skills;
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds;
- Ability to work with a wide cross-section of research partners: Government, NGOs, communities, academic institutions, media, and international donors.

Languages

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

External applicants for all positions in the Professional category are required to be proficient in English and have at least a working knowledge of one additional UN Language (Arabic, Chinese, French, Russian, or Spanish).

For all applicants, fluency in English is required (oral and written). Working knowledge of French, Arabic, or languages spoken in the East and Horn of Africa region 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 three values:

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **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 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 action 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 potential.
- **Empowering others & building trust:** creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- **Strategic thinking and vision:** works strategically to realize the Organization's goals and communicates a clear strategic direction.

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 09 November 2022 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 27.10.2022 to 09.11.2022

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 2022 295 Regional Programme Manager (Regional Migration Response Plan (MRP))
(P3) Nairobi, Kenya (57811071) Released
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