



International Organization for Migration (IOM)  
The UN Migration Agency

## A CALL FOR APPLICATIONS – CONSULTANCY

<b>I. POSITION INFORMATION</b>	
CFA Number	IOMKCO/CFA/052/2023
Position title	Consultant - Administrative Support to the Mission Support and Innovation Unit, Project Development and PRIMA process
Duty station	Nairobi (with occasional travel to field offices)
Duration of Assignment	6 months
Job family:	Core Migration
Organizational unit:	Mission Support and Innovation Unit (MSIU)
Reporting directly to	Head of Mission Support and Innovation Unit
<b>II. BACKGROUND AND JUSTIFICATION</b>	
<p>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.</p>	
<b>III. SPECIFIC TASKS OF THE CONSULTANCY</b>	
<p>Under the overall supervision of the Head of Programme and Policy Development Unit and the direct supervision of the Head of Mission Support and Innovation Unit, the consultant will provide programmatic and administrative support for PRIMA, project development and related activities for the various units and interventions carried out in the Kenya Country Office and its Sub-offices.</p> <p>The consultant will carry out the tasks detailed below:-</p> <ol style="list-style-type: none"><li>1. Support to conduct preliminary research on relevant topics assigned for the development and strengthening of project proposals and concept notes.</li></ol>	

2. Assist in drafting concept notes and proposals for potential donors and funding opportunities by compiling general background information from various sources and providing specific inputs.
3. Support the Mission in reviewing legal documents and drafting partnership agreements between IOM and other development partners.
4. Provide support to Knowledge Management efforts for the Mission Support and Innovation Unit (MSIU) including by maintaining adequate documentation and records of project activities, data and report and updating the MSIU project matrix.
5. Assist the Mission Support and Innovation Unit with the administrative process for preparation of internal and external meetings including Town Halls, Extended Senior Management Meetings, Retreats, and Partner meetings.
6. In close coordination with and guidance from the Communications Team and Regional Office or IOM Headquarters Communications team, draft specific components, or elements of materials to contribute to communications/visibility related activities for the Mission.
7. Compile and coordinate inputs for information requests from Headquarters, the Regional Office, other IOM missions and external partners, such as donors, government, partner agencies, and implementing partners.
8. Any other tasks as required by the Head of mission support and innovation unit.

#### **IV. QUALIFICATION AND COMPETENCIES REQUIRED**

##### **Education and experience**

##### **Education**

University Degree in International Relations, Development Studies, Law, International Relations or other related courses.

##### **Experience**

1. Project planning, documentation, and reporting is required.
2. Minimum 1 year experience in administrative support and coordination.
3. Experience in working with various internal and external partners including coordination with donors and government institutions/organization in a multi-cultural setting is an advantage.
4. Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups.

##### **Skills**

1. Excellent command of Microsoft Office applications, especially MS Word, Excel and Power Point.
2. Strong interpersonal and teamwork skills; courteous, tactful and the ability to establish and maintain effective working relationships with people of diverse cultural and national backgrounds.

3. Well-developed skills in personal organization, priority setting, problem solving and writing; Strong client orientation and service approach with personal commitment, efficiency, flexibility, and drive for results.
4. High degree of judgment and initiative; ability to work with a high degree of independence within assigned areas.

### **Required Values and Competencies**

#### **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**

- 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.

### **Technical Competencies**

1. Delivers on set objectives in hardship situations;
2. Effectively coordinates actions with other implementing partners;
3. Works effectively with local authorities, stakeholders, beneficiaries, and the broader community to advance country office or regional objectives.

### **VII. LANGUAGE**

Fluency in written and spoken English.

## **Mode of Application**

To apply for this consultancy, interested and eligible applicants can send copies of the following documents to the International Organization for Migration (IOM), Human Resources Department at [hrnairobi@iom.int](mailto:hrnairobi@iom.int)

1. Cover letter and CV describing previous experience in providing similar services to clients.
2. Samples of previous written works conducted for clients (e.g. documents and/or links to websites).

**Closing Date: 19<sup>th</sup> December 2023**

**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.**