



IOM International Organization for Migration
OIM Organisation internationale pour les migrations
OIM Organización Internacional para las Migraciones

A CALL FOR APPLICATIONS OPEN TO INTERNAL AND EXTERNAL CANDIDATES

I. POSITION INFORMATION	
Position title:	International Project Support Intern
Duty station:	Nairobi, Kenya
Duration:	6 months
Job family:	Project Support
Organizational unit:	Immigration and Border Management (IBM)
Reporting directly to	IBM Programme Officer
Overall supervision by	Head of IOM Kenya Country Office

II. ORGANIZATIONAL CONTEXT AND SCOPE
<p>The International Organization for Migration (IOM) is committed to the principle that humane and orderly migration benefits migrants and society. As the leading international organization for migration, IOM acts with its partners in the international community to: assist in meeting the growing operational challenges of migration management; advance understanding of migration issues; encourage social and economic development through migration and uphold the human dignity and wellbeing of migrants.</p> <p>IOM Kenya Country Office in partnership with the Government of Kenya implements various programs including Programme for Human Security & Stabilization, Community Revitalization Programme (CRP), Immigration and Border Management (IBM), Counter Trafficking (CT), Labour Migration, Assisted Voluntary Return and Reintegration, Refugee Admission Programme, Migration Health Assessment, Partnership in Health and Mobility in East and South Africa and Mixed Migration Program.</p>

III. RESPONSIBILITIES AND ACCOUNTABILITIES
<p>Under the overall supervision of the Head of IOM Kenya Country Office and the direct supervision of the Programme Manager of Immigration and Border Management (IBM) in Nairobi, the successful candidate will be accountable and responsible for assisting in coordination, implementation and reporting on activities under IOM Kenya's Immigration and Border Management (IBM), Counter Trafficking (CT) and Community Revitalization Programme (CRP) projects and its related activities.</p> <p>The specific tasks and responsibilities include:</p> <ol style="list-style-type: none">1. Assist in liaising with project partners (government agencies, NGOs and CBOs) in relation to the implementation of Immigration and Border Management (IBM)/Counter Trafficking (CT) and Community Revitalization Programme (CRP) projects.2. Assist in strengthening Public Private Partnership.

3. Assist the Programme Managers in drafting and compiling activity reports and information.
4. Liaise with the Programme Support Unit on media related issues and developing best practices and success stories of the projects.
5. Assist in coordination with donors (i.e. Embassy of Japan, British High Commission and GIZ etc) as may be required.
6. Undertake duty travel within Kenya as may be required.
7. Perform other duties as may be assigned by the direct supervisor.

IV. COMPETENCIES

The incumbent is expected to demonstrate the following technical and behavioural competencies:

Behavioural

Accountability

- Understands and empathizes on people's feelings
- Follows all relevant procedures, process and policies
- Respects everyone, regardless of his or her race, gender, sexual orientation, age or physical appearance
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

Client Orientation

- Identifies the immediate and peripheral client of own work.

Continuous Learning

- Contributes to colleagues' learning.
- Demonstrates interest in improving relevant skills.

Communication

- Actively shares relevant information.
- Writes clearly and effectively, adapting wording and style to the intended audience.
- Listens effectively and communicates clearly, adapting delivery to the audience.

Performance Management

- Provides constructive feedback to colleagues.

Professionalism

- Maintains confidentiality and discretion in appropriate areas of work
- Masters subject matter related to responsibilities
- Identifies issues, opportunities and risks central to responsibilities
- Incorporates gender-related needs, perspectives and concern and promotes equal gender participation
- Persistent, calm and polite in the face of challenges and stress
Treats all colleagues with respect and dignity

Leadership and Negotiation

- Convinces others to share resources.
- Actively identifies opportunities for and promotes organizational changes.
- Presents goals as shared interest.
- Articulates vision to motivate colleagues and follows through with commitments.

<p>Performance Management</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provides constructive feedback to colleagues. <input type="checkbox"/> Identifies ways for their staff to develop their abilities and careers. <input type="checkbox"/> Provides fair, accurate, timely and constructive staff evaluations. <input type="checkbox"/> Uses staff evaluations appropriately in recruitment and other relevant HR procedures. <input type="checkbox"/> Holds directly reporting managers accountable for providing fair, accurate, timely and constructive staff evaluations. <p>Teamwork</p> <ul style="list-style-type: none"> <input type="checkbox"/> Actively contributes to an effective, collegial and agreeable team environment. <input type="checkbox"/> Contributes to and follows team objectives. <input type="checkbox"/> Gives credit where credit is due. <input type="checkbox"/> Seeks input and feedback from others. <input type="checkbox"/> Actively supports and implements final group decisions
<p>Technical</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Follows all relevant procedures, processes and policies <input type="checkbox"/> Meets deadline cost and quality requirements for outputs <input type="checkbox"/> Masters subject matter related to responsibilities
<p>V. EDUCATION AND EXPERIENCE</p>
<ol style="list-style-type: none"> 1. Master's degree (in progress) or higher from an accredited academic institutions in International Relations, Political Science, Social Science or Migration related fields. 2. International experience, preferably work experience in developing countries. 3. Strong writing and analytical skills in English. 4. Translation skills in Japanese an asset. 5. Good knowledge of Migration related issues. 6. Good knowledge of Microsoft Office and internet applications
<p>VI. LANGUAGES</p>
<p>Required</p>
<ul style="list-style-type: none"> • Excellent command of spoken and written English
<p>Advantageous</p>
<ul style="list-style-type: none"> • Knowledge of Japanese

Other:

IOM will cover the monthly stipend of USD 500 and the visa fee during the internship period. The selected intern will cover the cost of flight to the duty station and from the duty station at the end of the internship.

How to apply:

Submit cover letter and CV, including daytime telephone and e-mail contact to: International Organization for Migration (IOM), Human Resources Department, Nairobi, Kenya via e-mail to hrnairobi@iom.int

Closing Date: **15 June, 2017**

Only Shortlisted Applicants will be contacted.