



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Vacancy Notice no: IOM/055/09
Duty Station: Nairobi, Kenya
Position title: Project Assistant - QUESTS-MIDA
Classification: G5/1 (UN Salary Scales for GS employees in Kenya)
Duration of Appointment: Three (3) months - Special all inclusive contract with a possibility of extension

General functions:

Under the overall supervision of Regional Representative of MRF Nairobi and under the direct supervision of the Project Officer for the Qualified Expatriate Somali Technical Support - Migration for Development in Africa (QUESTS-MIDA) project, the Project Assistant will provide operational, technical, administrative, coordination and programmatic support in the implementation of the 6-month start-up phase of the project.

Essential Functions:

1. Assists in the implementation of the UNDP-funded QUESTS-MIDA project activities, including assisting to oversee the development and maintenance of the QUESTS-MIDA website and database (including developing content for the website, and facilitating Somali translation), as well as the creation of information materials (i.e., brochures and posters), training materials for staff, and security/pre-departure briefings for future participants; with the possibility of continuing after the start-up phase of the project and assist with the facilitation and process of bringing Somali Diaspora professionals to a short-term assignment in Somalia.
2. Maintains the project-related correspondence and progress, technical reports and documentation from missions in the Diaspora in Europe and North America and in Somalia, compiled in Nairobi. Drafts reports and possibly articles for publication.
3. Drafts periodic reports and formal correspondence and assists in dissemination to relevant counterparts as part of a communications strategy. Updates potential applicants in the Diaspora, government institutions in Somalia and interested organizations concerning the status of the project.
4. Monitors status of the project, compiles, summarizes, and presents basic information/data on activities on a regular basis through relevant project staff and compiles as per UNDP guidelines. As authorized by the supervisor presents status updates to UNDP, as directed. Also liaises with IOM headquarters as necessary.

5. Organizes and arranges training workshops and training materials for staff who will be based in Somali Diaspora outreach missions and monitoring staff in Somalia.
6. Participates in discussions with UN Agencies, the World Bank and other IOM missions, NGOs and government authorities on a technical level. Represents IOM at meetings and conferences relevant to the project, as authorized.
7. Plans follow up projects and budgets with other interested partners as necessary in order to design similar projects.
8. Conducts research and captures success stories from the project and develops content presentable to distribute to donors.
9. Undertakes duty travel related to project implementation, potentially in Somalia.
10. Performs such other duties as may be assigned from time to time.

Desirable Qualifications (Education, experience and competencies):

1. Diploma in social sciences or related field of studies.
2. At least 4 years working experience in programme development, implementation, monitoring and reporting.
3. Minimum 3 years working experience performing working in international or non-governmental organization(s).
4. Experience working in governance, development, or with Diaspora populations an advantage.
5. Good writing skills a must (in English).
6. Proficient in Microsoft Windows. Experience with web design or video editing an advantage.
7. Required functional competencies: effective communicator, successful negotiator, creative analytical thinker, active learner, team player, cross cultural facilitator.
8. Have good interpersonal skills and an ability to work in a multicultural environment.
9. Fluency in English a must; written and spoken Somali preferred.

Mode of Application: Submit Cover Letter and CV including daytime telephone and email address to: **International Organization for Migration (IOM), Human Resources Department, PO Box 55040-00200 Nairobi** or send by email to hrnairobi@iom.int or

Closing Date: 19th June 2009