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

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Vacancy No.:	IOM/001/08
Duty Station:	Dadaab, Kenya
Position Title:	Operations Assistant II
Classification:	Grade G4/01 (UN Salary Scale for GS staff)
Type of Appointment:	6 Months with possibility of extension

General Functions:

Under the direct supervision of the Head of Sub Office in IOM Dadaab and the guidance of the Senior Operations Assistant, the incumbent is responsible for performing routine operational activities such as setting and organizing refugee and circuit-ride appointments, authentication and completion of travel documents and provision of refugee transport and security services in compliance with IOM established procedures, to ensure orderly and timely movements of refugees. In particular, he/she will perform the following duties and responsibilities:

1. Organizes appointments and schedules of refugees with other units/ agencies within and outside IOM.
    a. Traces and contacts refugees scheduled to travel to Nairobi for onward movement to their final destination.
    b. Coordinates and confirms refugee appointments/arrivals with other units and agencies within and outside: medical, JVA and DHS
    c. Arranges follow-up appointments for refugees with the various Sub Office units.
    d. Posts schedules and notifies refugees on the appointments for medical examination and clearance, cultural orientation, JVA and DHS interviews, and departures.

2. Document Verification and authentication:
    a. Examines and authenticates the documents of travel ready cases, and takes individual Polaroid or digital photos and submits to local government unit and other agencies for preparation of Mandate Letters.
    b. Ensures that only those refugees with complete and authenticated documents are allowed to travel from Dadaab sub-office to Nairobi.

3. Logistics Requisition
    a. Requests and coordinates with other units for the provision of land, air or other required forms of transport for refugee movements, and ensures

timely arrival/departure of all refugee transport/movements in the sub-office.
   b. Requests for security assistance or escorting services for each movement.
   c. Requests for transport and accommodation of guests (circuit rides, medical visits, others).
   d. Arranges the interview sites and venues.
   e. Requests and inform other units of the special needs (medical equipment, etc) required by refugees.
   f. Organizes the orderly boarding of refugees and their luggage from camp to bus and bus to aircraft.
   g. Accompanies/escorts refugees from camp to the local airstrip.

4. Travel Confirmation
   a. Sends final manifest to all concerned units within and outside IOM: Operations Nairobi, MHD, UNHCR, JVA, and embassies.
   b. Liaise with relevant agencies to facilitate timely movement of USRP and other cases from Dadaab.

5. Performs any other duties that may be assigned from time to time.

Desirable Qualifications:

Education, experience and competence:

1. Diploma or Certificate in Operations Management or Logistics or related field.
2. At least three years resettlement/movements and camp related operations experience, including working with the actors involved in resettlement: JVA, UNHCR and other humanitarian assistance organization preferred
3. Previous camp experience is an advantage
4. Technical Competency Requirements: ability to read, understand and apply written instructions and guidelines; interpret instructions and resolve work related problems; detect input/output errors; perform basic arithmetical calculations
5. Required IOM functional competencies: effective communicator, successful negotiator, creative analytical thinker, team player, cross-cultural facilitator, ability to work under stressful conditions such as heavy workloads and able to meet deadlines.
6. Proficient in Microsoft Office. Knowledge of database software desirable.

Languages: Thorough knowledge of English and Swahili.

Method of Application: Submit cover letter and CV including daytime telephone or e-mail contact to the Human Resources Department, P.O. Box 55040, Post Code 00200, Nairobi or E-mail: HRNairobi@iom.int

Closing Date: 30 January 2008