



POST DESCRIPTION

JUNIOR PROFESSIONAL OFFICER

I. POSITION INFORMATION	
Position title	Innovation Officer (Climate Action)
Position grade	P.2
Duty station	Nairobi
Position number	New
Organizational unit	10007910 – Climate Action Division (CAD)
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	HQ delocalized to Nairobi
Position rated on	26 February 2025 by L. KHARATYAN
Reports directly to	Head, Climate Mobility Innovation Lab, Nairobi
II. ORGANIZATIONAL CONTEXT AND SCOPE	
The Climate Action Division (CAD) provides programme support, policy advocacy and partnership development for the realization of IOM's Strategic Plan 2024-2028. Advancing climate action is embedded in key international frameworks, notable the 2030 Agenda for Sustainable Development, The Paris Agreement, the Global Compact for Safe, Orderly and Regular Migration, and the Global Compact on Refugees. These international frameworks lay the foundation for CAD's work towards a comprehensive approach to climate mobility involving multiple stakeholders. To meet this objective, CAD will support Member States in strengthening and setting up sound climate mobility infrastructures, programmatic engagement, policy development, and sustainable financing in the area of climate change by leveraging powerful operational expertise, community engagement, advocacy with different partners and member states, data capacity, evidence, and innovation. CAD's comprehensive approach will also address the immediate and long-term impacts of climate change on human mobility while advocating sustainable and inclusive solutions on a global scale. The Climate Mobility Innovation Lab (CMIL) in Nairobi uses a laboratory approach to leverage transformative change through co-creation of innovative and customized quality solutions, climate adaptation, and just transition. The Lab builds diverse partnerships with private sector, academia, financial institutions, diaspora alliances, UN partners, INGOs and local stakeholders to develop innovative project models, programming, and initiatives that allow for new financing with a high return on investment, focus on scalability, and develop strategic responses to the pressing challenges faced by communities affected by climate-induced migration. The goal is to reduce pressure on ecosystems, drive resilience and sustainability for people and biodiversity, and generate financial return for sustainable development for communities and investors. Under the direct supervision of the Head of Climate Mobility Innovation Lab in Nairobi, IOM Kenya Country Office, the Innovation Officer (Climate Action) will support the core functions of the Lab related to innovative solutions in climate action,	

programme support and policy, and partnership development in support of the effective implementation of IOM's Migration, Environment and Climate Change 2030 Strategy and the Climate Mobility Road Map.

III. RESPONSIBILITIES AND ACCOUNTABILITIES

1. Provide support the Head of CMIL Nairobi in the day-to-day operations of the Lab, including organizing stakeholder meetings, contributing to the liaison with donors and external partners, identifying and advancing innovative solutions and projects, the supporting CMIL community of practice, as well as Country and Regional Offices across the African continent.
2. Coordinate relevant programmatic and operational engagement with relevant IOM thematic areas across Operations Pillar and Regional Offices (RTS) to maximise CMIL support to all IOM Strategic Plan objectives and crosscutting priorities.
3. Support project management across project life cycle: project development, project implementation, project monitoring and reporting, and project closure/engagement exist and sustainability.
4. Support collaboration and partnership development with key stakeholders at the intersection of innovation and climate action and ensuring build-up on existing work and expertise from practitioners, UN agencies, member states, civil society, academia and the private sector.
5. Monitor and report on Lab operations in relevant publications of the Climate Action Division, CMIL Nairobi, and various communication channels.
6. Organize meetings and country visits including developing pre- and post-meeting documentation (agendas, concept notes, NFFs, etc.)
7. Prepare and conduct travel to Country Offices, incl. preparing travel reports and related materials.
8. Perform such other duties as may be assigned.

IV. COACHING AND LEARNING ELEMENT

As an integral part of the IOM assignment the Junior Professional Officer will:

- Gain experience in a UN Organization, including management and international cooperation activities, as well as understanding the dynamics of regional and international initiatives and working groups.
- Gain experience in migration policies of the region and of relevant migration governance strategies and responses.
- Acquire in-depth knowledge of IOM operation and activities.
- Be able to draft and finalize reports, concept notes and project proposals.
- Gain experience in working with governmental, non-governmental and United Nations institutions.
- Enhance negotiation skills in a multilateral setting.

V. REQUIRED QUALIFICATIONS AND EXPERIENCE	
EDUCATION	
Master's degree in Sustainability Studies, Environmental Science Development Studies, International Development, International Relations, Political and Social Science or a related field from an accredited academic institution with minimum two years of relevant professional experience	
EXPERIENCE	
- Experience in climate change and/or programme management, implementation and/or project development; - Experience in innovation and scaling innovative solutions across different contexts; - Experience in coordination in complex organizations at various divisions/units/departments to ensure maximum programme outputs; - Experience with UN and International Agencies, international or local NGOs preferred ; - Experience in producing publications from UN and International Agencies is an advantage; and, - Field experience is an advantage.	
SKILLS	
- Knowledge of UN/IOM's or International Organizations, regulations, policies and procedures; - Knowledge of project budgeting and financial management; - Goodwriting, communication and negotiation skills; - Good organization skills, analytical and creative thinking. - Knowledge and experience in working with PRIMA or similar system is an advantage; and, - Knowledge of climate finance, green tec and green finance is an advantage - Command R or SPSS is an advantage	
VI. LANGUAGES	
Required (specify the required knowledge)	Desirable
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 (French, Spanish, Arabic, Russian or Chinese). For all applicants, fluency in English is required	Working knowledge of French.
VII. COMPETENCIES ¹	

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

The incumbent is expected to demonstrate the following values and competencies:

VALUES - All IOM staff members must abide by and demonstrate these five values:

- Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- 1. Integrity and transparency: Maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- 2. Professionalism: Demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.
- 3. Courage: Demonstrates willingness to take a stand on issues of importance.
- 4. Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

CORE COMPETENCIES - Behavioural indicators – Level 2.

- 5. Teamwork: Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- 6. Delivering results: Produces and delivers quality results in a service-oriented and timely manner. Is action oriented and committed to achieving agreed outcomes.
- 7. Managing and sharing knowledge: Continuously seeks to learn, share knowledge and innovate.
- 8. Accountability: Takes ownership for achieving the Organization's priorities and assumes responsibility for own actions and delegated work.
- 9. Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

SIGNATURES:

1ST LEVEL SUPERVISOR

DATE

2ND LEVEL SUPERVISOR

DATE

STAFF MEMBER

DATE