



PEACE, PROSPERITY AND  
REGIONAL INTEGRATION

## INTERGOVERNMENTAL AUTHORITY ON DEVELOPMENT (IGAD)

### VACANCY ANNOUNCEMENT

**Position title:** Head of Office, Cross-border Development Facilitation Office, (CBDFO), Moyale

**Division:** Health and Social Development

**Reference:** IGAD – LO - CBDFO

**Number of positions:** 1

**Duty Station:** IGAD CBDFO in Moyale

**Employment Duration:** 12 calendar months, with possibility for extension based on performance.

**Deadline for Applications:** 15<sup>th</sup> December 2023

**Expected start date:** **Immediate**

#### 1. BACKGROUND

IGAD opened its second Cross-Border Development Facilitation Office (CBDFO) in Moyale One Stop Border Post (OSBP) between Ethiopia and Kenya on September 29th, 2023. The Office, established under the IGAD Health and Social Development Division, Migration Program will promote, lead and coordinate policy implementation and activities in cross-border migration and displacement areas overall as well as other relevant IGAD strategies, policies, and programs. The Office will thus be IGAD's principal representative on the ground, serving to execute the obligations of its role and mandate in cross-border development, including coordinating activities, harmonising policies and procedures, capacity building and technical backstopping, facilitating cross-border cooperation between Ethiopia and Kenya.

The Cross-border Development Facilitation Office (CBDFO) will have the following functions:

- Liaise with the cross border local governments and communities of Ethiopia and Kenya in the planning and implementation of activities related to the implementation of IGAD Strategy with particular on migration and displacement, and other IGAD interventions in Moyale.
- Coordinate the formulation of cross-border basic services delivery capacity development efforts to strengthen local administration on both sides of the border.
- Provide harmonized and coordinated support in knowledge management, programming and capacity building activities and other technical support to local and national government actors and non-state participants involved in cross-border development activities.
- Provide the coordination and linkage with the regional, national, and cross-border area coordination centres.
- Report to the Director, IGAD Secretariat and the division of Health and Social Development, Migration Program.
- Provide such technical support as may be required in facilitating activities involved in cross-border cooperation, especially, but not limited to, aspects of programming, knowledge management and capacity building.

## **2. GENERAL DESCRIPTION OF THE TASKS AND FUNCTIONS OF THE POSITION**

The person appointed to serve in the position of the CBDFO Head of Office will oversee the overall responsibility for the office, including its leadership, day to day management and the execution of the activities and functions of the office.

The person will work in close collaboration with the cross border local authorities, government agencies, development partners, communities, and stakeholders relevant to the implementation of the IGAD Strategy in general and the migration and displacement agenda in particular. S/HE will promote and facilitate the development and implementation of cross border programs in the Moyale area. This will require the incumbent to be pro-active in all areas and working within the parameters of the various dynamics of the area to enhance cooperation and advancing development in general and the implementation of migration and displacement policy in the Moyale area.

## **3. KEY DUTIES AND RESPONSIBILITIES**

The Head of Office is expected to perform the following duties and functions:

### **I. Office Management**

- Direct and oversee the day-to-day management of the CBDFO office and provide overall coordination, and leadership of the activities and staff of the office.

- Prepare work plans and budget for activities of the office in close collaboration with the Director of Health and Social Development Division, SIMPI Coordinator and CBDFO staff.
- Seek the CBDFO horizontal and vertical networking possibilities in accordance within the mandates of IGAD.
- Ensure efficient co-operation amongst IGAD projects on migration and displacement and others as may be required.
- Report occurrences of security concerns regularly to SIMPI coordinator and to visiting consultants/or short-term experts.

## **II. Policy**

- Reviewing and identifying policy/implementation gaps from across borders in terms of migration and displacement and cross cutting issues such as basic services delivery to host and migrant communities, peace, gender and other key thematic areas.
- Drafting policy update in areas of migration, displacement, livelihood, basic services delivery, social cohesion.
- Drafting cross-border agreements and MoUs for enhanced cross-border cooperation between communities as guided by different cross border committees.
- Organising local level policy dialogues and draft potential and challenges of policy implementation at cross border level

## **III. Multi-level Networking and Coordination**

- Liaise with relevant officials in national and local governments in the 2 countries (Ethiopia and Kenya) on all matters related to the planning and implementation of activities related to the implementation of migration and displacement related policies in Moyale.
- Maintain active and effective contact with local authorities, development agencies, community organisations, sector heads, and any other stakeholders relevant to the mandate of the office.
- Facilitate the mapping of key stakeholders (governments, CSOs, CBOs, partners) contributing to the migration and displacement policy implementation agenda and form alliances with them rallying them to effectively engage with the sub/national level coordination mechanisms, initiatives, and processes.

#### **IV. Monitoring and Evaluation, Knowledge Management, and Capacity Development**

- Provide harmonized and coordinated technical support in programming, knowledge management and capacity building and related activities, as may be required (by governments, development partners and non-state actors) to facilitate cross-border cooperation and enhance development.
- Monitor and facilitate compliance with the implementation, legal, financial, and technical requirements of the SIMPI project.
- Undertake/coordinate the monitoring and evaluation of performance indicators and outcomes against the targets of the project.
- Ensure that information relevant to Local Migration Networks is collected, collated, analysed, and disseminated effectively. This will foster an upward momentum and mobility in terms of quality of programming and resource utilization through evidence-based information, best practices and lessons learnt on the implementation of the interventions at national and regional levels.
- Together with SIMPI team in Djibouti, facilitate sub national and regional capacity development and learning initiatives.
- Identifying and leveraging expertise and lessons learned from previous interventions to influence programming and policy making in cross border context.
- Support/coordinate the reviewing and updating of baseline of current basic services delivery status and other socio-economic condition for improved programming and monitoring purposes in migration.

#### **4. EDUCATION QUALIFICATION AND EXPERIENCE/ MINIMUM REQUIREMENTS**

- Master's Degree in Management, Project Planning, international relations, and other related disciplines
- Minimum of 7 years demonstrated experience working in the Moyale cross border areas in development program coordination and leadership.
- Experience in migration, displacement and sustainable development interventions.
- Demonstrated experiences in project management
- Experience in Monitoring and Evaluation and Knowledge Management
- Experience in peace and stability related projects will be an added advantage.
- Sound knowledge of and experience with the policies and procedures employed by the government and development partners active in the region will be an advantage.

- Fluency in English and knowledge of Borana/Oromo with a working knowledge of any of the local languages spoken in the cross-border areas of the Moyale area is an added advantage.

#### 4.1 Core Competencies

- Proven experience in basic services delivery and implementation of cross border cooperation interventions such as with IGAD, donors, CSOs.
- Knowledge of international, continental and regional migration policies and related issues.
- Innovation and networking.
- Knowledge of the issues in the border communities of Moyale area
- Ability to mobilise and coordinate a wide range of stakeholders is critical
- Evidence of being a goal driven dynamic coordinator, with a proven track record of successful completion of assigned tasks
- Good Communication and interpersonal skill
- A good knowledge of basic computer applications (ability to work with Windows, Microsoft Word, Microsoft Excel, PowerPoint, Outlook)
- Ability to prepare analytical, and informative reports and documentation

#### 5. REPORTING

The Head of Office shall report to Strengthening IGAD Migration Policy Implementation (SIMPI)SIMPI Coordinator.

#### 6. HOW TO APPLY

Appropriately qualified applicants from IGAD Member States are eligible to apply.

Interested candidates should send their applications in PDF format enclosed with a **cover letter, Curriculum Vitae, academic documents, copy of passports/ ID cards biometric page, three reference persons including the last employer**. The application should be sent by E-mail to the following addresses: E-mail address: **recruitment@igad.int** with subject line '**IGAD – LO - CBDFO**'.

Closing date for application will be on **15<sup>th</sup> December 2023**. Due to the large number of applications we expect to receive; only successful candidates who meet the required experience & qualifications for this position will be contacted. Contact: + 25321354050

**IGAD is an equal opportunity employer. Female candidates are highly encouraged to apply.**