



Open to Internal and External Candidates

Position Title	: SVN 03 2018 (N) - Sr. Programme Assistant
Duty Station	: Khartoum, Sudan
Classification	: G7
Type of Appointment	: Special, Six months with possibility of extension
Estimated Start Date	: As soon as possible
Closing Date	: February 14,2018

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the overall supervision of the Head of Operations, and the programmatic supervision of the Senior Regional Coordinator (SRC) of the European Union Trust Fund (EUTF) programmes based in IOM Regional Office (RO) Nairobi, and in close coordination with the Regional Thematic Specialist for Counter Trafficking and Assisted Voluntary Return and Reintegration (RTS-CT & AVRR), the successful candidate will lead the team of national assistants in the implementation of the Assisted Voluntary Return and Reintegration (AVRR) for the EUTF Reintegration Facility program in support of the Khartoum process.

Core Functions / Responsibilities:

1. Engage in implementation of the EUTF Reintegration Facility program in IOM Sudan in compliance with IOM policies and standards, as well as donor requirements;
2. Contribute to development and maintenance of work plans, implementation strategies, and expenditure plans to ensure timely implementation and achievements of project activities and results;



3. Assist in the analysis of the progress of project implementation, identify challenges and propose solutions, and report problems and derivations;
4. Support project M&E developing, designing and implementing tools for monitoring and evaluation, data collection, and analysis in coordination with the relevant programme support units;
5. Assist in the planning and development of mapping surveys, assessments and other studies related to reintegration thematic area (e.g. community socio-economic profile mapping, village assessment and stakeholder and partner assessment);
6. Assist in conceptualizing and developing programme and projects in the return and reintegration thematic area and identify anticipated synergies between thematic areas in Sudan in close coordination with other relevant colleagues and programmatic units;
7. Lead in providing counselling to returnees, early identification of special needs such as dependents, education level, health issues and coordinate for effective returnee referrals for extended assistance;
8. Contribute to the development and improvement of country (Sudan) specific tools to be used in the RF program activities in line with IOM procedures;
9. Support in regular briefings, summaries, press releases and other relevant information materials on RF, when required;
10. Contribute to IOM's technical assistance to the Government and ensure EUFT Reintegration Facility programme activities are aligned to international best practices;
11. Contribute to capacity building activities such as workshops, training, technical assistance, and study tours for relevant Government and non-government partners to reinforce reintegration thematic area, specifically among relevant migration management-related issues in general;
12. Identify potential local organizations/ institutions and develop a network that will ensure the sustainable reintegration of returnees in various areas of return while enhancing existing networking and exchange activities through thematic working groups, mapping exercise and information exchange between the partners involved in supporting returnees;



13. Support the implementation of a visibility strategy, in line with donor requirements;
14. Represent IOM at relevant seminars and meetings, as well as other events aimed at promoting IOM's image and activities;
15. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Master degree in Development, Management, Political, Public Health or Social Sciences or
- a related field from an accredited academic institution with five years of relevant professional experience;

Experience

- Experience in the field of migration issues, including operational and field experience, IOM project development and management;
- Experience in liaising with governmental authorities, other national / international institutions and NGOs on matters related to migration issues and overall work and mandate of IOM;
- Knowledge of monitoring and evaluation;
- Knowledge of Sudan and regional issues in the thematic area is a distinct advantage.

Languages

Fluency in **English, Arabic** is required.

Required Competencies

Behavioral

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.



- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

How to apply:

Interested candidates are invited to submit their applications via email: sudahrdept@iom.int, by February 14, 2018 at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

Posting period:

[From 31.01.2018 to 14.02.2018](#)