



Open to Internal and External Candidates

Position Title	: SVN 04 2018 (N) - Programme Assistant (3-Positions).
Duty Station	: Khartoum, Sudan
Classification	: G5
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 guidance of the Head, Operations and Movement Management, direct supervision of the Senior Programme Assistant, the successful candidate will be responsible in implementing interventions related to 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 (RF) program in IOM Sudan (for both inward and outward bound migrants) 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. Undertake duty travel in order to conduct registrations, assessments, surveys and monitoring activities in various areas within geographical coverage of RF project in Sudan;
4. Counsel beneficiaries and identify special needs for referral for relevant specialized attention;



5. Produce business plans according beneficiary needs ensuring all necessary steps are followed in a timely manner and in accordance with IOM procedures;
6. Engage in appropriate coordination and information sharing within IOM Sudan;
7. Assist in conceptualizing and developing programmes and projects in the reintegration thematic area and identify anticipated synergies between thematic areas in Sudan in close coordination with other relevant colleagues;
8. Contribute to drafting of donor and other reports and prepare regular briefings, summaries, press releases and other relevant information materials, as required;
9. Contribute to IOM's technical assistance to the Government and ensure EUTF Reintegration Facility program activities are aligned to international best practices;
10. Work with various ministries, departments and agencies of the Government to ensure the creation of technical working groups that will strengthen the EUTF Reintegration Facility capacities;
11. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree in Development, Management, Political, or Social Sciences or a related field from an accredited academic institution with three 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** and Tigrinya and / or Amharic 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: sudanhrdept@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](#)