



## Open to Internal and External Candidates

Position Title	: <b>SVN 05 2018 (N) - Programme Assistant</b>
Duty Station	: <b>Khartoum, Sudan</b>
Classification	: <b>G4</b>
Type of Appointment	: <b>Special, Three months with possibility of extension</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>February 21,2018</b>

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:**

IOM Sudan Migration Management and Development Unit works to support its Government of Sudan counterparts as well as NGO partners through capacity building and technical advice, in various areas, including counter-trafficking, border management, and provision to vulnerable migrants of the information and support they require. The programme activities also cover the IOM Sudan Migrant Resource and Response Centre (MRRC), which was established in 2015 to provide vulnerable migrants with information and direct assistance services required, including Assisted Voluntary Return from Sudan to countries of origin, medical assistance and counselling services.

Under the overall supervision of the Head of unit, the direct supervision of the Programme Coordinator, and in close coordination with other colleagues at IOM Sudan, the successful candidate will provide administrative and logistical support in order to facilitate timely implementation of relevant projects.

### **Core Functions / Responsibilities:**

1. Support Project Coordinators and other colleagues with administrative and logistical arrangements related to seminars, workshops and stakeholder meetings;
2. Support to Migration Management and Development Unit staff working at the IOM Sudan main as well as the IOM Sudan Migrant Resource and Response Centre (MRRC) in meeting any administrative and procurement needs for the timely implementation of programme activities;



3. Follow up contractual procedures with contractors and Implementing Partners as well as amendments to the same, including through by ensuring that signatures and other administrative procedures are met in accordance to IOM internal procedures;
4. Follow up on payment transfers of the contractors in close coordination with IOM Sudan Finance unit;
5. Follow-up on all logistical needs of the Unit, including refurbishment and procurement needs as well as other administrative support that may be required of the MRRC;
6. Support Project Coordinators in maintaining and updating the team annual leave, work-plans and travel arrangements maintaining up to date records and keeping close communication with HR Unit;
7. Assist project coordinator in the preparation of any programme implementation related travel as well as events at the field level;
8. Serve as liaison between the mission's logistics, finance and IT units to support meeting needs of the programmes and the team on related aspects;
9. Perform other such duties as may be required.

### ***Required Qualifications and Experience***

#### **Education and Experience**

- University degree from an accredited academic institution, preferably in Administration, IT or Marketing with 2 years of relevant professional experience or;
- School degree with 4 years of relevant professional experience.
- Experience in logistic/administration related duties an advantage.

#### **Languages**

Fluency in **English, Arabic.**

### ***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](mailto:sudanhrdept@iom.int), by February 21, 2018 at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

***Posting period:***

[From 07.02.2018 to 21.02.2018](#)