



International Organization for Migration (IOM)
The UN Migration Agency

Position Title : **Program Assistant**

Duty Station : **North Darfur, Sudan**

Classification : **G4**

Type of Appointment : **Special, Six months with possibility of extension**

Estimated Start Date : **As soon as possible**

Closing Date : **July 18, 2019**

Reference Code : **SVN 08 2019 (N)**

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 head of PRU and the direct supervision of DTM officer The Programme Assistant will perform the following duties:

Core Functions / Responsibilities:

- Carry out DTM profiling assessments and activities, aiming to gather baseline data on access to services and living conditions at the site-level. This will require periodical visits to several settlement types by establishing a network of key informants in the selected catchment areas.
- Visit IDP and returnee communities and gather accurate information on their number, location, background, and other basic data as requested
- Carry out long quantitative assessments with community leaders, Sheikhs, key informants, local representatives, and service providers to accurately reflect the needs, challenges, vulnerabilities, and protection needs of the community.
- Support data collection and research efforts of other IOM enumerator teams when assigned.



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- The incumbent will be responsible to respect assessment deadlines, ensure the accuracy of the survey data submitted, as well as integrity and protection of data as per DTM guidelines and IOM's Data Protection Manual.
- Visit IOM project beneficiaries and gather information needed for project monitoring and evaluation
- Collect the information on humanitarian needs through close coordination with counterparts and returnee community leaders.
- Advise and keep IOM abreast of evolving returnee movements, trends and dynamics through qualitative information.
- Report to direct supervisor on implementation status, including the progress, irregularities and shortfalls; recognizing and giving an account of problems in obtaining data.
- Perform any other duties assigned by superiors.

Required Qualifications and Experience

Education

- Completed advanced university degree from an accredited academic institution, preferably in computer science or a combination of relevant education and professional experience.
- a minimum of Five years professional experience.

Experience

- Experience in software development using any one or more of the following: Java, Visual Basic, ASP, SQL or Oracle.
- Knowledge of effective software engineering practices, relational databases and Object-oriented concepts

Languages

Fluency in **English** and **Working knowledge of Arabic an advantage**

Required Competencies

The incumbent is expected to demonstrate the following values and competencies



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Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.
- Resource Mobilization - Establishes realistic resource requirements to meet IOM needs.

Core Competencies – behavioural indicators

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

How to apply:

Interested candidates are invited to submit their applications via email: sudanhrdept@iom.int, by July 18, 2019 at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

Posting period:

[From 04.07.2019 to 18.07.2019](#)