



Open to Internal and External Candidates

Position Title	: Project Assistant (MRC)
Duty Station	: Gedaref, Sudan
Classification	: G5
Type of Appointment	: Special, six months with possibility of extension
Estimated Start Date	: As soon as possible
Closing Date	: April 29,2018

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:

Sudan is at the centre of migration routes from the Horn of Africa and West Africa towards North Africa and onwards to Europe and the Middle East. In line with IOM's mandate, IOM Sudan works to uphold the human dignity and well-being of migrants and to advance the understanding of migration issues in the region.

As part of its Migrant Assistance programming, IOM Sudan is providing migrants with a range of services, including psycho social counselling, medical assistance, information and assisted voluntary return and reintegration of stranded migrants from Sudan to countries of origin. IOM Sudan is working jointly with other civil society and community-based organizations to effectively better address the immediate needs of vulnerable migrants.

IOM Sudan is in the process of expanding Migrant Assistance activities to other parts of Sudan. In this context, IOM Sudan intends to establish a Migrant Resource Centre (MRC) in Gedaref, East Sudan in close coordination with relevant state level authorities and other partners. The Gedaref MRC is expected to act as a hub for migrants and potential migrants who will receive information and services.

Working under the overall supervision of Head of the unit and the direct supervision of the Field Monitoring and Coordination Assistant, and in close coordination with the Migrant Assistance team at IOM Sudan, the successful candidate will support the setting-up and operationalization of the MRC in Gedaref.



Core Functions / Responsibilities:

1. Support the operational setting up of the Gedaref MRC in close coordination with colleagues based in Khartoum;
2. Oversee the day-to-day operations of the MRC in Gedaref;
3. Liaise with relevant MRC partners (government, civil society, community) as required for the planning of activities;
4. Support activities and outreach to vulnerable migrants across Gedaref State as required;
5. Compile and report critical information related to migration trends and direct assistance activities as required whilst upholding data protection best practices;
6. Maintain partnerships between the MRC and relevant Government entities and civil society partners, and other stakeholders, to strengthen the referral networks and pathways of the MRC;
7. Explore potential entry points for expanded collaboration with relevant authorities and partner agencies on direct assistance activities as required;
8. Support with administrative tasks of the MRC including organization and implementation of community events, information sessions and workshops with different stakeholders when required;
9. Support with the collection and recording of beneficiary data and management of case files, and creation of new case files as required;
10. Identify, codify and disseminate best practices and lessons learned in direct assistance to vulnerable migrants;
11. Perform such other duties as maybe assigned.

Required Qualifications and Experience

Education

- University degree or equivalent, or higher in Political or Social Sciences, International Affairs, Social Work or a related field from an accredited academic institution with three years of relevant professional experience.

Experience

- Experience in community engagement activities;
- Experience with working with vulnerable migrants and communities;
- Experience and familiarity with IOM Assisted Voluntary Return and Reintegration programs;



- Strong interpersonal skills and ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds;
- Experience in working with Excel and databases;
- Demonstrated gender awareness and gender sensitivity.

Languages

Fluency in **English, Arabic** and Tigrinya and / or Amharic.

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 April 29, 2018 at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

Posting period:

[From 15.04.2018 to 29.04.2018.](#)