



International Organization for Migration (IOM)  
The UN Migration Agency

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Position Title : **Project Coordinator and Facilitator (COA)**

Duty Station : **Khartoum, Sudan**

Classification : **G6**

Type of Appointment : **Special Short-Term, Three months with possibility of extension**

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

Closing Date : **September 17, 2019**

Reference Code : **SVN 12 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:**

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. The Government of Canada, through its department of Immigration, Refugees and Citizenship Canada (IRCC) has signed a Contribution Agreement with the International Organization for Migration for the delivery of pre-departure services to refugees bound for Canada.

Under the overall supervision by the Chief of Mission and administrative supervision of the Operations Officer and the overall programmatic supervision of the Geneva-based Canadian Orientation Abroad Global Programme Manager, the COA Sudan Project Coordinator and Facilitator will be responsible for the following functions:

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

- 1- Coordinate pre-departure orientation activities in Sudan.



- 2- Be aware of selection interview missions from IRCC Rome to IOM Sudan and, in close coordination with the Medical Health Department, plan the delivery of COA sessions right after the medical assessments.
- 3- Plan COA adult and youth sessions and activities for all eligible refugee participants (all categories) in coordination with IOM MHD and, as a last resort, in coordination with IOM OPS/Movement departments in Sudan.
- 4- Coordinate the preparation of COA annual site budgets with the IOM Sudan RMO team and, in coordination with COA Manila accounting team.
- 5- Monitor COA expenditures on a monthly basis.
- 6- Participate in official meetings with any other visiting stakeholders and promote COA Pre-Departure Orientation activities.
- 7- Manage, mentor and coach COA staff in the distribution of tasks, workloads and activities.
- 8- In follow-up with the Canadian Orientation Abroad Adult Curriculum and Youth Curriculum objectives, develop and/or adapt activities in accordance with the Adult Refugee and Youth Refugee Training Activities Toolbox.
- 9- Develop visual aids and maintain learning walls (in the training room) which support the objectives of the Canadian Orientation Abroad curriculum.
- 10- Take the necessary actions to adapt all activities to the language of the participants.
- 11- Oversee the session registration, prepare monthly training schedules, follow up with refugees' attendance and with various IOM departments such as security, accounting, procurement for the preparation, delivery and closing of COA sessions.
- 12- If delivering mobile training missions outside of Sudan, seek approval from programmatic supervisor and initiate all administrative tasks in coordination with the receiving IOM mission, arrange visa and flights, prepare mobile training budgets, schedule sessions, arrange shipment of training materials and follow up with their diplomatic customs' clearance.
- 13- Ensure the accuracy of all COA content, research and update documents and other resources whenever necessary.
- 14- Write and submit quarterly narrative reports to COA Management. These are then compiled and sent to the funding department in the Government of Canada.



- 15- Write and submit narrative reports following COA TDY missions (out of regular COA site location).
- 16- Enter stats details into the MiMOSA registration/reporting database tool and complete iCARE reports (quarterly). Gather missing statistical data (in coordination with either Canadian Embassy, MHD, OPS, COA Statistics team in Manila and/or COA Ottawa office, and upload on the shared folders.
- 17- Submit, if required, Canadian Orientation Abroad monthly summary of sessions to Admin/Finance and Public Information Departments in IOM Khartoum.
- 18- Research and write success stories for the iCARE report and for the COA Newsletters.
- 19- Maintain inventories of all equipment and instructional supplies.
- 20- Order replenishment of materials in direct consultation with the Canadian Orientation Abroad Programme Manager and the supply-chain resource staff in COA Manila.
- 21- Undertake duty travel as necessary.
- 22- Perform other duties as may be requested from time to time.

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

### **Education**

- Bachelor's Degree in Teaching with at least four years of relevant work experience
- OR High-school diploma with at least six years of relevant work experience.

### **Experience**

- Experience working in cross-cultural settings.
- Empathy towards refugees and their predicament.
- Experience in working with statistics and writing tailored and adapted lesson plans.
- Mature individual able to pay attention to detail and submit reports as required.
- IOM Functional Competencies required: Effective Communicator, successful negotiation, creative analytical thinker, active learner, strong team player and cross-cultural facilitator.
- Solid computer skills, including proficiency in MS Office Packages (Office, Excel, PowerPoint, Outlook), Internet and E-mail.



## Languages

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

## ***Required Competencies***

The incumbent is expected to demonstrate the following values and competencies

### 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.

### Managerial Competencies – behavioural indicators

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others and building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.



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***How to apply:***

Interested candidates are invited to submit their applications via email: [sudanhrdept@iom.int](mailto:sudanhrdept@iom.int), by September 17, 2019 at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

***Posting period:***

[From 03.09.2019 to 17.09.2019](#)