



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

- Position Title : **National Hub Coordinator (2 Positions)**
- Duty Station : **Nyala, South Darfur / Geniena, West Darfur, Sudan**
- Classification : **National Officer (NOA)**
- Type of Appointment : **Special all-inclusive, six months with possibility of extension**
- Estimated Start Date : **As soon as possible**
- Closing Date : **February 15, 2017**

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 Chief of Mission, and in coordination with relevant Project Coordinators, the successful candidate will oversee the daily operations of the following IOM programmes at the hub-level: DTM, Livelihood, WASH, IOM Shelter/NFI Pipeline, Capacity Building and grants Management Program) and Logistics, Mass Communications, Early Recovery, Health, and CCCM (as necessary) and other IOM under post crisis programmed activities. The National Hub Coordinator will ensure the efficiency and functionality of IOM programme support sectors including finance and administration, reporting, transport and logistics, and monitoring and evaluation, in line with IOM Mission guidelines:

Core Functions / Responsibilities:

1. Manage the operational, human resources, administrative, budgetary and financial activities of the hub in line with IOM's rules and procedures, and in close coordination with head office (IOM Khartoum);
2. Oversee the recruitment of staff as necessary, and development of functions within the operational framework and organigram of the Hub, as approved by IOM Khartoum;



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3. Ensure efficiency in the delivery of services of IOM projects, particularly with regards to the IOM DTM, Livelihood, WASH, Shelter/NFI pipeline and other cluster functions through post crisis programs for which IOM is responsible;
4. Ensure that reliable channels and mechanisms of communication are established and maintained so that IOM Khartoum has daily updated, accurate and relevant information on Hub activity particularly that which is related to its cluster and donor interests;
5. Identify gaps in IOM response, operational challenges and constraints and ensure that these are well-communicated to IOM Khartoum, and resolved at the field level with IOM Khartoum guidance;
6. Maintain regular contact and channels of communication with the other IOM Hubs and sub-offices;
7. Ensure that each programmatic sector of the Hub is compliant with its donor and mission reporting requirements, and that these requirements are streamlined as possible to provide a quick and accurate written picture of Hub operations for IOM Khartoum reporting, project development, and donor liaison purposes;
8. Require regular coordination meetings occur between all IOM programmatic sectors in the hub in order to ensure that programmes are harmonized, fully interlinked, and in-line with donor outlined goals and objectives, as well as the IOM mandate and strategic framework. This particularly relates to fulfilling goals related to the targeting of specific populations, and gathering disaggregated data required by the donor, such as that pertaining to the prioritization of vulnerable groups and/or regional areas.(Localities/Villages/Native administration);
9. Ensure a comprehensive monitoring and evaluation framework for IOM programmes is developed and maintained, in coordination with standard templates from IOM Khartoum (and that it includes activities, indicators, results, and outcomes, with disaggregated data wherever possible);
10. Represent IOM at inter-agency cluster meetings and with humanitarian and post crises /early recovery stakeholders;
11. Ensure that IOM cluster lead functions are carried out and reported on as necessary;
12. In coordination with the Project technical staff, advise IOM Khartoum on programmatic opportunities, project development, and any related strategic developments that are in accordance with the IOM mandate and relevant to its overall strategic framework for providing support to disaster-affected populations in Sudan;
13. Keep abreast of all interagency assessments, reports, and other relevant material and ensure programmatic staff are well-informed of the strategic focus of the Hub and resources that can assist their operations and activities;
14. Ensure staff have access to training resources as necessary and available;
15. Perform such other duties as may be assigned.



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Required Qualifications and Experience

Education

- Master's degree in Development or Social Sciences or, alternatively, an equivalent combination of training and experience in field of operations and logistics preferably in post conflict situations; or
- University degree in the above fields with two years of relevant professional experience.

Experience

- Experience in post-conflict/emergency zones and in working in a high-risk environment;
- Experience in project management and IOM administrative and financial management;
- Experience in liaising with local authorities, and local communities, as well as national and international institutions;
- Demonstrated gender awareness and gender sensitivity;
- Knowledge of international agencies like the UN an advantage;
- Experience working in the region an advantage.
- Knowledge of the region is an advantage.

Emergency and Crisis

- Works effectively in high-pressure, rapidly changing environments;
- Coordinates actions with emergency response actors and making use of coordination structures;
- Establishes and maintains effective relationships with implementing partners;
- Makes correct decisions rapidly based on available information.

Languages

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

Required Competencies

The incumbent is expected to demonstrate the following competencies:

- 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.



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- 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 (optional depending on position level)

How to apply:

Interested candidates are invited to submit their applications via email: sudanhrdept@iom.int, by February 15, 2017 at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

Posting period:

[From 01.02.2017 to 15.02.2017](#)