



International Organization for Migration (IOM)  
The UN Migration Agency

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## Open to Internal and External Candidates

Position Title : **Project Assistant (Data Quality Control)**  
Duty Station : **Khartoum, Sudan**  
Classification : **G5**  
Type of Appointment : **Special six months, with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **September 20,2018**  
Reference Code : **SVN 25 2018 (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 Family Assistance Program (FAP) Project Coordinator in Istanbul and the Chief of Mission in Khartoum, direct supervision of the FAP Team Leader and the administrative supervision of the Head, Operations and Movement Management in Sudan, the successful candidate will be based in Khartoum and will be accountable and responsible for assisting the streamlining of applicant case processing and guiding family members on how to correctly complete the German Family Reunification (FR) visa application and supporting documentation checklists:

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

1. Act as the quality control focal point for the project in Khartoum, assist in the day-to-day quality control monitoring of the visa applications, and supporting the Team Leader in the monitoring of the FAP activities;
2. Assist the Team Leader to monitor all activities on FAP internal software, verifying ensuring accuracy of data entry activities;



3. Ensure that the questionnaires filed with the visa applications are accurate and meet the requirements set by the donor, and report immediately any quality issue to the Quality Control Officer;
4. Enhance capacities of Migrant Service Assistants (MSAs) through providing ad hoc trainings to promote knowledge and application of the SOPs;
5. Assist with the report preparation and data-management of the FAP project by preparing statistical and thematic reports whenever required;
6. Report to FAP management of any problems or issues arising immediately and regularly make suggestions on how to improve efficiency and service;
7. Maintain a positive working relationship with the German Embassy staff locally and with external counterparts involved with the processing of this caseload;
8. Maintain and promote confidentiality and integrity of all FAP-related matters and of all beneficiaries, in accordance with guidelines and instructions;
9. Take active steps to mitigate fraud and malfeasance, and to monitor the integrity of records containing individual data;
10. Perform any other duties as may be assigned.

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

### **Education**

- University degree or equivalent in Business Management, Client Services, Social Science, Engineering Science or related discipline preferred; or an equivalent combination of education, training & experience.

### **Experience**

- Minimum 3 years (or 5 for candidates holding high school diploma) of relevant professional experience in a similar setting & capacity preferred; Demonstrated ability to maintain accuracy & confidentiality in performing responsibilities.
- Demonstrated proficiency with Microsoft Office applications, including Excel, PowerPoint, Good knowledge of information technology and proficiency in Microsoft Office applications especially Excel, Word, PowerPoint and Publisher.
- Previous work experience in international organizations and service industry companies would be an advantage.
- Strong interpersonal & intercultural skills with an attention to detail.

### **Languages**



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Fluency in **English** and **Arabic** is required; **German** and/or **Tigrinya** is an advantage

## ***Required Competencies***

### **Behavioural**

- 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 September 20, 2018 at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

### ***Posting period:***

[From 06.09.2018 to 20.09.2018](#)