

Position Title	: Programme Assistant
Duty Station	: Khartoum, Sudan
Classification	: G5
Type of Appointment	: Six Months with possibly of extension.
Estimated Start Date	: As soon as possible
Closing Date	: April 24, 2023
Reference Code	: SVN 14 2023

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 the Programme Officer (BMM) and the direct supervision of the National Migration and Development Officer, the incumbent will be responsible for the following tasks and responsibilities in IOM Sudan:

Core Functions / Responsibilities:

1. Assist the National Migration and Development Officer in the day-to-day implementation of the activities under the labour migration/ diaspora engagement programmes.
2. Assist in liaising, coordinating, and communicating with government officials, relevant stakeholders, and consultants for ongoing activities.
3. Following up and coordinate with relevant departments within IOM Sudan (Logistics, Finance, HR, IT) for the required actions related to labour migration / diaspora engagement programme activities.
4. Take and draft minutes or reports of meetings with relevant stakeholders, providing translation and interpretation support (English – Arabic) during such meetings as required, and following up on the action points agreed at the meetings.
5. Draft NFF, Note Verbale, ToR, official letter in coordination with Executive Office of the mission and facilitate the internal and external protocols for smooth implementation of the activities.
6. Compile and organize data related to the programme, and contribute to donor reporting, social media post and project proposal development. Also, closely liaise with PSU/M&E unit on a regular basis to provide data and information related to activities.
7. Assist in monitoring the implementation of the activities and keeping track on the activities under the project funded by different donors.

8. Arrange meetings, workshops, and events relevant to labour migration and diaspora engagement, including undertaking relevant administrative and logistics tasks.
9. Undertake duty travels as required.
10. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in Migration Studies, Social or Political Science, International Relations, Law, or other related field from an accredited academic institution with three years of relevant experience.

Experience

- Experience in the field of migration issues, especially those related to labour migration or migrant protection and assistance, in the context of Sudan as well as in the field of humanitarian and development field, preferably with an UN agency or international organization.
- Experience in project implementation and reporting.
- Experience in liaising with government officials, national and international institutions on matters related to migration.
- Knowledge in monitoring and evaluation of project is an asset.
- Experience in organizing events and workshops.

SKILLS

- Strong interpersonal and intercultural skills with an attention to detail.
- Demonstrated willingness to work as part of a team and contribute to the team objective.
- Ability to multi-task and manage tight deadline.
- Proficiency with Microsoft Office applications, including Excel, PowerPoint.

Languages

- For all applicants, fluency in English and Arabic is required (oral and written).

Required Competencies

Values – all IOM staff members must abide by and demonstrate these values:

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **Integrity and transparency:** maintain 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.
- **Courage:** Demonstrates willingness to take a stand on issues of importance.
- **Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

Core Competencies – behavioral indicators level 2

- **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.

Other:

- Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.
- IOM has zero tolerance with discrimination and does not discriminate to HIV/AIDS status.
- This position is open to **ONLY** Sudanese nationals.
- **Vacancy close at 23:59 local time Khartoum, Sudan on the respective closing date 24.04.2023. No late applications will be accepted.**



How to apply:

Interested candidates are invited to submit their Resume via email: sudancareer@iom.int , by April 24, 2023, at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

Posting period:

[From 10.04.2023 To 24.04.2023](#)

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview processing, training or other fee). IOM does not request any information related to bank accounts.