



Position Title : **Program Administrative Assistant - Shelter & Settlement**
Duty Station : **Port Sudan, Sudan**
Classification : **G5**
Type of Appointment : **Special Short-term graded contract, six months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **April 13, 2024**
Reference Code : **SVN 13 2024**

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 currently witnessing a conflict that has been ongoing for more than six months. The conflict led the fleeing of Sudanese population and migrants to different states as well as neighboring countries seeking protection and humanitarian services. IOM Sudan suspended its operation in Khartoum and started the operation from and established an IOM office in Port Sudan. IOM is currently providing lifesaving assistance to the vulnerable population of IDPs, migrants and hosting communities in the different states.

The affected population is facing protection issues as the needs are high and the situation is dire in the gathering sites. IOM on the ground is responding to the increasing needs programmatically as well as administratively.

Under the general guidance of the Chief of Mission (COM) and Humanitarian & Transition Program Manager, direct supervision of the ES/NFI Officer, the Program Administrative Assistant-Shelter and Settlement will actively contribute to ensuring the efficient execution of administrative & operational responsibilities during the implementation of shelter and NFI operations in Sudan.

Core Functions / Responsibilities:

1. Provide administrative support for the S/NFIs Programme including preparing Purchase Requests (PRs) in the IOM PRISM and following up on Purchase Orders (PO) creation with the Procurement and Logistics Unit as required.
2. Prepare requisitions of all the supplies and services for the S/NFIs Programme, as assigned, ensuring accuracy in the specifications and timely delivery, and prepare Certificate of Acceptance/Good Receipt Note accordingly.

3. Prepare payment requests for the accepted services/ goods supplied and as needed follow up on MIGO creation with the Logistics and Procurement Unit.
4. Maintain an inventory database and assist in monitoring and maintaining a tracking system for all procurement, logistics requests, and payment requests.
5. Support coordination of workshops, meetings, and visits, ensuring necessary logistics are in place.
6. Facilitate the acquisition of internal permits for staff involved in field visits, offer guidance on travel-related policies, and provide logistical support for travel-related activities.
7. Support the Programme in monitoring budget expenditure, based on purchase requests, and payment processes and notify relevant staff of nearing the closure of WBS when services are not delivered.
8. Support the coordination for all the operational implementation at the field level.
9. Undertake duty travel when necessary to support staff members at different field locations.
10. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in administration management or a related field from an accredited academic institution with at least three years of relevant working experience.

OR;

- Secondary School Diploma with at least five years of relevant working experience

Experience

- Three years of relevant professional experience, preferably in administrative support or similar roles.
- Previous working experience with NGOs or international organizations is an advantage.
- Experience working in an emergency context with throughout knowledge of executive assistance and liaison with the government is a significant advantage.

Skills

- Solid computer skills, including proficiency in MS Office package (Office, Excel, Power Point, Outlook), is essential.
- Undertake duties delegated by the respective supervision, hold self-accountable in completion of assigned task and manage resources efficiently.



- Knowledge of the region is an advantage.

Languages

Fluency in Arabic and English 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:** 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.

Core Competencies – behavioral indicators level 1

- **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 of 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 the availability of funding**.
- 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. No late applications will be accepted.**

How to apply:

Interested candidates are invited to submit their Resume via email: sudancareer@iom.int , by April 13, 2024, at the latest, referring to this advertisement.

Include the code: SVN 13 2024 in your email subject.



Only shortlisted candidates will be contacted.

Posting period:

[From 28.03.2024 to 13.04.2024](#)

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.