



Position Title : **Program 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 14 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 general guidance of the Chief of Mission (COM) and Shelter & Settlement Program Manager, direct supervision of Shelter & Settlement Senior Program Assistant, the Program Assistant- Shelter & Settlement will support the coordination and management of IOM Sudan Shelter and Settlement activities and will be responsible and accountable for to assist the coordination, distribution, liaison with different stakeholders, and contribute to ensuring the timely provision of NFIs, Shelter, and HK assistance to vulnerable populations in Sudan.

***Core Functions / Responsibilities:***

1. Support the Shelter & Settlement Senior Program Assistant on the planning and execution of all phases of the distribution of NFIs, Shelter, and HK assistance from initial planning, coordination, implementation to the final monitoring.



2. Provide guidance, materials, templates, and Standard Operating Procedures (SOPs) for IOM common pipeline partners to support them to carry out shelter, NFI, and HK needs assessments, distributions, and Post Distribution Missions.
3. Assist to plan and coordinate with IOM approved partners and IOM team to receive shelter, NFI, and HK items from IOM warehouses.
4. Prepare distribution reports, including analysis and recommendations. Participate in post-distribution monitoring exercises and prepare PDM reports in coordination with the M&E/QC Officer.
5. Provide administrative support for the shelter, NFI, and HK 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.
6. Support with payment requests for the accepted services/ goods supplied and as needed follow up on MIGO creation with the Logistics and Procurement Unit.
7. Support dispatch of NFI/shelter stock in coordination with IOM logistics, ensuring completion, accurate record keeping, and follow up on issues.
8. Attend coordination meetings with Sub-cluster partners and IOM common pipeline partners at country level, on approaches to shelter, NFI, and HK.
9. Support with obtaining required permits for transporting assistance to localities in coordination with protocol colleagues.
10. Undertake duty travel when necessary to support staff members at different field locations.
11. 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](mailto:sudancareer@iom.int) , by April 13, 2024, at the latest, referring to this advertisement.

**Include the code: SVN 14 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.