



Position Title	: Senior Program Assistant (Shelter & Settlement)
Duty Station	: Port Sudan, Sudan
Classification	: G7
Type of Appointment	: 6 months with possibility of extension
Estimated Start Date	: As soon as possible
Closing Date	: November 06, 2023
Reference Code	: SVN 26 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 Coordinator (HRT) Unit, and direct supervision of Project Officer (Emergency Shelter & NFIs) in close coordination with the Shelter & Settlements Roving Officers, Common Pipeline Officer, the successful candidate will be responsible in facilitating the implementation of Emergency Shelter, Non-Food Items and Common Pipeline Activities at White Nile level. In particular he/she will be responsible for:

Core Functions / Responsibilities:

1. Assist the Shelter Programme Manager in the direct implementation of the IOM Shelter & NFI Programme including CBI activities;
2. Assist the Programme Manager in managing the Shelter & NFI Programme interventions ensuring they are implemented according to the agreed IOM response strategy and project-specific intervention plan including project designing, development and supervision of Shelter/NFI interventions in coordination with the programme Focal person staff in the field to ensure the efficient and timely implementation of projects.
3. Provide regular and detailed reports to the Programme Manager on the implementation of shelter/NFIs activities, including progress reports, compilation of beneficiary lists in locations where activities are being implemented, and managing staff activities to enable the implementation of the programme as planned, and recommend corrective actions and improvements as needed;

4. Collaborate with logistics and procurement teams to maintain timely delivery and distribution of Shelter, NFIs and CBI.
5. Support the programme manager with proposal development and project reporting activities as required.
6. Liaise with Implementing Partners (IPs) when necessary, monitor the progress of project implementation, and follow up as necessary to facilitate timely delivery of assistance and quality reports to be shared with IOM;
7. Undertake field visits for extended time to support field coordination and liaise with counterparts as per programme requirements;
8. Represent the IOM Shelter & NFI Programme in ES/NFIs cluster coordination meetings, working groups, and other relevant forums, actively contributing to strategic discussions and decision-making processes.
9. Compile and draft beneficiaries' stories in coordination with the programme support unit and media colleagues as necessary;
10. Facilitate close coordination with local government authorities in all phases of the Programmes implementation;
11. Check that the integration of cross-cutting issues such as environment, gender, children, Gender Based Violence (GBV) and other vulnerable groups are considered in the programme implementation;
12. Facilitate donor visibility in the activities of the Shelter/NFI Programme;
13. Participate in and report on Shelter/NFI Cluster coordination meetings, donor and Government meetings and contribute to the establishment of partnerships with relevant stakeholders.
14. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in development, Social Sciences, Business Administration or a related field from an accredited academic institution; or University in the above fields with **FIVE** years of relevant professional experience, or
- High School diploma with seven years of relevant professional experience
- A master's degree is an added advantage.

Experience

- Experience in implementing shelter/NFIs programming in an emergency/recovery context;
- Experience in using cash-based interventions in shelter programs, in particular the use of vouchers and set up of fairs in remote locations;
- Experience in emergency, project implementation, management including project monitoring and reporting is an 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 Computerized-aided design programs such as AutoCAD, as well as design programs such as Adobe InDesign and photoshop a strong advantage;
- Knowledge of the region is an advantage.

Languages

- External applicants for all positions in the Professional category are required to be proficient in English and have at least a working knowledge of one additional UN Language (Arabic, Chinese, French, Russian, or Spanish).
- 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** 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.
- **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 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 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. No late applications will be accepted.**

How to apply:

Interested candidates are invited to submit their Resume via email: sudancareer@iom.int , by November 06, 2023, at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

Posting period:

[From 31.10.2023 to 06.11.2023](#)

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.