



Position Title : **National Cash-Based Interventions Officer**
Duty Station : **Port Sudan, Sudan**
Classification : **NO-A**
Type of Appointment : **Special Short-term graded contract, Six months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **May 14, 2024**
Reference Code : **SVN 27 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 Programme Officer (CBI), the National Programme Officer (CBI) will actively contribute to coordination, managing and ensure ongoing implementation of the operations in Sudan.

Core Functions / Responsibilities:

1. Participate in the technical design and coordination of the delivery of cash-based interventions (CBI) in (country).
2. Participate in the development and adjustment of workplans, project budgets, Monitoring & Evaluation tools, standard operations procedures, and technical guidelines in close coordination with colleagues to ensure an efficient and effective CBI delivery.

3. Plan and implement project activities and objectives, in line with the global and IOM cash standards in close coordination with the Project Manager that includes the following:
4. Conduct situational analysis, needs assessments, targeting beneficiaries in line with IOM vulnerability criteria, distribution of cards and monitoring of complaints.
5. Ensure market identification, assessments and software setup are conducted in preparation of cash project implementation; and,
6. Prepare and finalize all project contracts in coordination with Procurement and Legal units.
7. Provide technical capacity building to Field Assistants in order to achieve outcome/impact focused projects and accountability to beneficiaries in line with IOM and donor policies.
8. Promote cash implementation modality on mission level as IOM competency enhancing modality and contribute to developing IOM cash SOPs.
9. Coordinate the implementation of needs and market assessments to gather information to be used for the selection, design and implementation of appropriate CBI modalities.
10. Assist in the coordination and monitoring of the operational, administrative, and financial aspects of CBI in accordance with IOM policies and practices as well as donor requirements.
11. Assist relevant colleagues in identifying adequate transfer mechanisms and financial service providers to ensure efficient and effective implementation of CBI.
12. Keep the supervisor informed on the status of implementation and cash distributions, identify gaps and suggest actions to improve implementation.
13. Coordinate the collection, verification and analysis of data and background information; update information management systems and social media platforms on project related activities including project awareness and visibility, summaries, press releases and other relevant materials.
14. Coordinate timely preparation and dissemination of project reports in accordance with IOM procedures and donor requirements.
15. Liaise and coordinate with relevant partners engaged in CBI activities and attend Cash Working Group or other CBI-related meetings, workshops, and forums.
16. Participate in the preparation of project proposals and a diverse range of communication products, concept notes and other planning documents.
17. Undertake duty travel relating to CBI assessments, implementation, and monitoring.
18. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree in degree in Social Science, Business Administration, Humanitarian Aid, Relief and Development or a related field from an accredited academic institution with two years of relevant professional experience.

Experience

- Preferred experience in cash-based programmes.
- Previous working experience with UN agency, NGOs, or international organizations
- Experience working in an emergency context with throughout knowledge of executive assistance and liaison with the government is a significant advantage.
- Experience in project implementation and management, monitoring, and reporting.

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 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.

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.

Managerial competencies - Behavioral indicators – Level 2

- **Leadership:** Provides a clear sense of direction, leads by example, and demonstrates the ability to carry out the Organization’s vision. Assists others to realize and develop their leadership and professional potential.
- **Empowering others:** Creates an enabling environment where staff can contribute their best and develop their potential.
- **Building Trust:** Promotes shared values and creates an atmosphere of trust and honesty.
- **Strategic thinking and vision:** Works strategically to realize the Organization’s goals and communicates a clear strategic direction.
- **Humility:** Leads with humility and shows openness to acknowledging own shortcomings.

Other

- Any offer made to the candidate in relation to this vacancy notice is **subject to funding confirmation.**
- Only candidates residing in either the duty station or from a location in a neighboring province that is within commuting distance of the duty station will be considered.
- Appointment will be subject to certification that the candidate is medically fit for appointment. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.
- Accommodation is not provided.
- 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 applications via email referencing subject as **SVN 27 2024 National Cash-Based Interventions Officer – NOA – Port Sudan.**

Kindly send the following document to: sudancareer@iom.int

1. Cover Letter
2. CV



3. PHF (Personal History Form)

Any application that does not comply with the above-mentioned instructions will be automatically excluded from the process. Only shortlisted candidates will be contacted.

Posting Period

From 07.05.2024 to 14.05.2024.

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.