



Position Title : **Senior Program Assistant (Cash-Based Interventions)**
Duty Station : **Port Sudan, Sudan**
Classification : **G7**
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 28 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 National CBI Officer, the Senior Program Assistant (CBI) will actively contribute to ensuring the efficient execution of administrative & operational responsibilities during the implementation of operations in Sudan.

Core Functions / Responsibilities:

1. Plan and implement project activities and objectives in line with global and IOM standards for CBI and in close coordination with the CBI National Officer, including conducting situational analysis, needs assessment, targeting and distribution.

2. Coordinate and monitor the operational, administrative, and financial aspects of CBI in accordance with IOM's policies, practices and global standards as well as relevant requirements, guidelines and donor agreements.
3. Promote and contribute to the integration and mainstreaming of cross-cutting issues, such as Gender-Based Violence, Disability Inclusion, Child Protection and Accountability to Affected Populations, in all CBI activities.
4. Support in the identification and monitoring of adequate transfer mechanisms and financial service providers to facilitate efficient and effective implementation of CBI.
5. Support in the implementation of needs and market assessments to gather information to be used for the selection, design and implementation of the most appropriate CBI modalities.
6. Contribute to the development of standard operations procedures and technical guidelines in close coordination with colleagues to facilitate an efficient and effective CBI delivery, in line with IOM's policies and procedures for cash-based programming.
7. Coordinate and monitor the work of the (Field Assistants) to implement cash activities effectively and provide technical guidance and capacity-building to the (Field assistants) in order to achieve outcome and impact of projects and accountability to beneficiaries in line with IOM and donor policies.
8. Support in the preparation of concept notes, sections of project proposals, project narratives, workplans and other project-related documents in close coordination with relevant units.
9. Coordinate regularly with relevant colleagues in implementing project plans, monitoring best utilization of project budget, and facilitating synergies with other IOM projects.
10. Monitor project implementation according to the workplan, document and evaluate results, identify the causes of deviations and bottlenecks, and recommend and implement corrective actions.
11. Support report writing to present information and data related to CBI in Sudan and the preparation of reports, briefing notes, graphics, statistical tables, presentation, and other forms of documentation, as needed.
12. Coordinate with Programme Coordinator and RMO to ensure best utilization of project budget.
13. Participate in Cash Working Group or other CBI-related meetings, workshops, and forums, as required, and assist in coordinating activities with local authorities, United Nations Agencies, national and international non-governmental organizations, and other stakeholders.



14. Undertake regular duty travel to monitor project implementation and provide on-site guidance to the teams and verify that activities are conducted in line with donor requirements and project documents.
15. Continuously enhance personal development by keeping abreast on currently global cash interventions. To present research to the CBI unit every six months on a current cash initiative that will improve IOM Sudan cash response.
16. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree in Sociology, Economics, International Relations or related field from accredited academic institution with five (5) years of relevant professional experience, or
- Completed High School degree from accredited academic institution with seven (7) years relevant professional experience.

Experience

- Experience in cash programming in humanitarian contexts, preferably across multiple sectors including experience in emergency and conflict environments.
- Experience in liaising with governmental authorities, national or international institutions, United Nations agencies and non-governmental organizations.
- Experience in project management.
- Strong experience with databases, assessment tools and reporting.
- Prior work experience with international humanitarian organizations, non-government or government institutions or organization in a multi-cultural setting is an advantage.

Skills

- Knowledge of the fundamentals of CBI.
- Familiar with innovative systems used in humanitarian sectors and a fast learner.
- Ability to communicate effectively with vendors and beneficiaries.
- Strong knowledge of Accountability to Affected Populations tools and methodologies.
- Proficient in Microsoft Office applications, including Word, Excel, PowerPoint and Outlook.
- Demonstrated interpersonal skills and strong communication skills.
- Knowledge of Sphere standards and other training in humanitarian response preferred.
- Strong ability to work independently, organize work, meet deadlines, maintain composure, prioritize work under pressure, coordinate multiple tasks and maintain attention to detail.

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 28 2024 Senior Program Assistant (Cash-Based Interventions) – G7 – 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.