



Position Title : **Project Assistant (Shelter & Settlement)**  
Duty Station : **White Nile - Kosti**  
Classification : **G5**  
Type of Appointment : **6 months with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **November 06, 2023**  
Reference Code : **SVN 29 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 Shelter & Settlement Roving 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 to conduct ES/NFI distributions, field assessments and monitor missions in various regions and make recommendations for appropriate ES/NFIs assistance to target communities and beneficiaries considering humanitarian standards, cluster guidelines, and cultural norms and practices.
2. Provide technical monitoring to other state field staff to facilitate that established guidelines for ES/NFI response to Internally Displaced Persons (IDPs'), Host communities and Returnees during needs assessment, registration and distribution are implemented.
3. Provide regular updates and reporting on ES/NFI distributed with disaggregated data for respective grants/funding source ensuring appropriate documentation is in place regarding distribution lists and beneficiaries.
4. Participate in the ES/NFI Sector meeting and provide information on the ES/NFI stock at the field level, field missions conducted, and identify gaps in ES/NFI preparedness and response at federal and region level and provide it to the project officer.
5. Liaise with relevant government and NGO/UN agency partners when appropriate with ES/NFIs projects (including relevant coordination forums), specifically with sector lead, HAC, and ES/NFI cluster partner agencies.

6. Maintain record of ES/NFI prepositioning with respect to each grants/ funding source.
7. Provide ES/NFIs technical input to the development of country annual plans, area plans, sector strategies and other planning documents.
8. Assist in maintaining a clear overview of program progress across the ES/NFIs sector portfolio to be shared with Shelter & Settlement Roving Officer.
9. Support area-based ES/NFI teams to finalize field operational work plans, establish clear targets and activity plans for the various Shelter programs.
10. Support in facilitating and identifying implementing partners for the IOM common pipeline on the ground.
11. Perform such other duties as may be assigned.

### ***Required Qualifications and Experience***

#### **Education**

- University degree in Information Management, Computer Science, Social Sciences or a related field from an accredited academic institution with **THREE** years of relevant professional experience, or
- High School diploma with **FIVE** years of relevant professional experience.

#### **Experience**

- Experience in implementing shelter 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;
- Knowledge about the geography, ethnicity and conflicts of the White Nile is an advantage.
- Experience with International Organizations, other UN agencies, INGO is an advantage.

#### **Skills**

- Proven 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**

- IOM's official languages are English, French and Spanish
- For this position, fluency in English is required (oral and written).
- Working knowledge of Arabic is highly desirable.

### ***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 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 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](mailto: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.