



Position Title : **Senior Programme Assistant (WASH) & Basic Infrastructure.**  
Duty Station : **Port Sudan.**  
Classification : **G6**  
Type of Appointment : **One-year fixed term with possibility of extension.**  
Estimated Start Date : **As soon as possible**  
Closing Date : **April 10, 2024**  
Reference Code : **VN 06 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), Head of Programs and Programme Coordinator (WASH) and under direct supervision of the National WASH & Basic Infrastructure Officer, the Senior Program Assistant WASH & Basic Infrastructure will actively contribute to implementation hence ensuring smooth flow of ongoing WASH & Basic Infrastructure operations by being responsible for the following.

**Core Functions / Responsibilities:**

1. Follow up all technical assessments and analyze the data collected towards the implementation of basic infrastructure community projects in the water, sanitation, education and health fields.
2. Assist in design of WASH and basic infrastructure community projects and prepare cost estimates for new reintegration/basic infrastructure community projects.



3. Elaborate community-level information to assist in writing project concepts and submit to the country Project Officer (WASH & Basic infrastructure).
4. Support in monitoring all basic infrastructure projects that IOM is directly implementing in the country. Identify issues and deviations and suggest and initiate remedial actions.
5. Assist in preparing final bidding documentation for tender processes.
6. Regularly monitor all basic infrastructure projects in progress and provide weekly updated summary to the country WASH & Basic Infrastructure Officer in accordance with IOM Monitoring Tools.
7. Organize and participate in the “selection of bidders” process.
8. Analyze and file the daily field reports, daily drilling reports, analyze the reports and discuss matters that need attention with the country WASH & Basic Infrastructure Project Officer.
9. Have a detailed knowledge of every project in progress countrywide and keep track of the implementation process.
10. Ensure that all authorizations, field officers reports and the likes have been received and filed on the project file and online platforms.
11. Assist in following up with field offices to verify projects are completed to a satisfactory standard before final payment is authorized.
12. Assess WASH needs and draft possible intervention list and priorities for the areas where IOM offices are not yet operating, according to IOM strategies and Country WASH-BI Project Officer planning.
13. Bring to the attention of the country WASH &BI Officer any projects which are not meeting timelines or where quality standards are not being met.
14. Ensure close coordination and collaboration with other teams within the HRT (Shelter/NFI, Health and Recovery, Resilience & Peacebuilding).
15. Perform such other duties as may be assigned.

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

#### **Education**

- University degree in Civil Engineering, Environmental Engineering, Geology, Public Health or a related field from an accredited academic institution with four years of relevant professional experience, or
- School diploma with six years of relevant professional experience.



- Being registered with professional body in Sudan is an added advantage.

### **Experience**

- Experience in humanitarian/development programs.
- Work experience in logistic/ operation and return projects an advantage.
- Knowledge of the dynamics of economic and social development.
- Familiarity with the UN system in Sudan.

### **Skills**

- Strong skills of communication and leadership.
- General skills to use Microsoft Word, Excel, PowerPoint, AutoCAD and Outlook.

### **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 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 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 10, 2024, at the latest, referring to this advertisement.

Include the code: **VN 06 2024** in your email subject.

Only shortlisted candidates will be contacted.

***Posting period:***

[From 27.03.2024 to 10.04.2024](#)

***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.