



Position Title : **Project Coordinator and Facilitator – Canadian Orientation Abroad**
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 13, 2024**
Reference Code : **VN 15 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:

Under the direct supervision of the IOM Sudan Movement Operations Manager and the technical supervision of the Canadian Orientation Abroad (COA) Global Programme Officer.

- Be the focal point for the smooth implementation of the Canadian Orientation Abroad programming (telephonic, virtual, in-person orientation deliveries) for both adults and youth, in Sudan and in other locations, as required.
- Liaise and represent COA vis-à-vis various stakeholders and be responsible for promoting IOM’s refugee programming to relevant stakeholders in Sudan: IOM, the Canadian Embassy and other partners that may come to play a role in our pre-departure orientation activities.
- Maintain regular contacts with the COA Global Management Team (in Geneva, Ottawa and Manila) and ensure that Canada’s information needs are served accurately and efficiently.

Core Functions / Responsibilities:

1. Assign, guide, and supervise the daily tasks of the COA Support staff, childminder and on-call interpreters.
2. Coordinate with COA Management and COA Manila-based Budget Monitoring staff regarding the monitoring of budget expenses and charges, the provision of accurate WBS, and the preparation of COA annual site budgets, in coordination with IOM Sudan Finance team.
3. Coordinate with COA Manila staff for MiMOSA entries and other statistical matters.

4. Maintain an inventory of all materials and coordinate with the COA Manila staff for printing and shipping of COA materials to permanent and mobile training locations.
5. Plan, schedule, and timely deliver pre-arrival information and orientation sessions, in-person, telephonic or virtual, to youth and adult refugees, in Sudan and in other locations, as required.
6. For maximum uptake of refugees, timely coordinate pre-departure orientation details with IOM colleagues in Resettlement OPS and Medical Health Department (MHD).
7. Oversee and coordinate all pre-session details: training room preparation, equipment, materials, snacks/meals, reimbursement of transportation, hiring of interpreters and childminders, whenever required.
8. Submit COA statistical reports in MiMOSA within the required timeline after completing a COA session (typically 2 days).
9. Deliver COA sessions that address refugees' needs for both information and protection; therefore, adapting session content and training tools and activities to various training modalities, purposes and beneficiaries.
10. Keep abreast of changes in Canada vis-à-vis resettlement in general and vis-à-vis content of pre-departure orientation and information sessions and contribute to the creation of Standard Operating Procedures (SOPs), lesson plans, agendas, PowerPoint presentations, activities, and facilitation guides for COA Sudan staff.
11. Be familiar with Canada's refugee resettlement programs: GARs, PSRs, Blended VORs and JAS cases as well as with the supports and services that are offered in Canada to refugees at a post-arrival stage.
12. Write narrative reports (field, bi-monthly, quarterly and annual) that present accomplishments and challenges, gather statistics and maintain statistical records.
13. Whenever required, coordinate COA mobile session delivery details: travel, security, procurement, medical, and finance with the appropriate IOM departments; as well as training details: scheduling of sessions, shipping of materials in the language of COA participants, arranging refugee transportation and lodging, ensuring the timely upload of stats in MiMOSA and the preparation of narrative reports. Timely coordinate all COA charges made during remote training session deliveries with IOM Finance staff in receiving missions.
14. Contribute to the development of surveys and promotional tools aimed at increasing the uptake of pre-departure services among refugees.
15. Contribute to the global development of the COA programme by participating in staff development workshops, exchange programs, and Training-of-Trainers seminars, etc.
16. Engage in continuous self-directed study for professional development, as required by IOM and COA.
17. Perform other duties as may be assigned from time to time.

Required Qualifications and Experience

Education

- Bachelor's degree in political or social sciences, Law and/or International Relations, Education or a related field with at least four years of relevant work experience; or a high-school diploma with at least six years of relevant work experience

Experience

- Experience providing information and orientation to and engaging with refugees is an advantage.
- Proven ability to communicate cross-culturally, clear and concise communication in writing (English).
- Demonstrate ability to work effectively with a variety of stakeholders.
- Experience in leading interactive training seminars or orientation sessions for youth and adults

Skills

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization, with a focus on refugee resettlement.
- Knowledge of pre-departure orientation training (curriculum development, training techniques) and the use of virtual training tools.
- Knowledge of resettlement programming as it applies specifically to Canada.
- Knowledge of basic financial monitoring (rules and regulations).

Languages

- Fluency in English, Arabic, and Tigrinya is required (oral and written).
- Working knowledge of Amharic, Oromo is 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.

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.
- 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 for Sudanese citizens and individuals of other nationalities who hold a valid work permit for employment in Sudan.
- **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 April 13, 2024, at the latest, referring to this advertisement.

Include the code: **VN 15 2024** in your email subject.

Only shortlisted candidates will be contacted.

Posting period:

[From 07.04.2024 to 13.04.2024](#)

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.