



Position Title : **Program Assistant (MPRR) (3-Positions).**
Duty Station : **Multiple, Sudan**
Classification : **G5**
Type of Appointment : **One-year fixed term with possibility of extension.**
Estimated Start Date : **As soon as possible**
Closing Date : **August 26, 2023**
Reference Code : **VN 18 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 guidance of the Return and Reintegration Coordinator, and direct supervision of the Senior Programme Assistant, the successful candidate will be responsible for implementing interventions related to Protection and Assisted Voluntary Return and Reintegration (AVRR) for the MPRR Migrant Protection for Return and Reintegration program in support of the Khartoum process.

Core Functions / Responsibilities:

1. Engage in implementation of the Migrant Protection for Return and Reintegration (MPRR) program in IOM Sudan in compliance with IOM policies and standards, as well as donor requirements.
2. Contribute to the development and maintenance of work plans, implementation of strategies, and expenditure plans to ensure timely implementation and achievements of project activities and results.
3. Undertake duty travel in order to conduct registrations, assessments, surveys and monitoring activities in various areas within geographical coverage of MPRR project in Sudan.
4. Brief beneficiaries and identify special needs for referral for relevant specialized attention.
5. Provide case management services, including assisting with vulnerability assessments, business plans, follow-up and data entry in Return Information Management System (RIMs).



6. Facilitate the provision of cash or in-kind assistance as a part of the case management process; facilitate access to temporary shelter, medical services, and NHI for the returnees and stranded migrants.
7. Identify and support persons at heightened protection risk by advocating for their needs with service providers.
8. Assist in the production of business plans according to the beneficiary needs and ensuring all necessary steps are followed in a timely manner and in accordance with IOM procedures.
9. Engage in appropriate organization and information sharing within IOM Sudan and in the emergency response.
10. Engage in community interventions to support sustainable protection and reintegration.
11. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- High School diploma with at least five years of relevant working experience, or
- University degree in Development, Management, Political, or Social Sciences or a related field from an accredited academic institution with three years of relevant professional experience.

Experience

- Experience in the field of migration issues, including operational and field experience, IOM project development and management.
- Experience in liaising with governmental authorities, other national / international institutions and NGOs on matters related to migration issues and overall work and mandate of IOM.
- Knowledge of monitoring and evaluation.
- Knowledge of Sudan and regional issues in the thematic area is a distinct advantage.

Languages

Fluency in English and Arabic is required.

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 , by August 26, 2023, at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

Posting period:

[From 13.08.2023 to 26.08.2023](#)

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.