



Position Title : **National Localization & Capacity Building Officer**  
Duty Station : **Port Sudan, Sudan**  
Classification : **NO-B**  
Type of Appointment : **One-year fixed term with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **May 11, 2024**  
Reference Code : **VN 22 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:**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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.

Under the overall supervision of the Deputy Chief of Mission, Head of Programs in IOM Sudan, and the direct supervision of the Grants Management & Capacity Building (GMCB) Coordinator, the successful candidate will be responsible for carrying out capacity building activities for non-government organizations (NGOs), community-based organizations (CBOs), and civil society organizations (CSOs) who are currently or may in the future serve as implementing partners (IPs) to facilitate the delivery of rapid assistance and carry out activities for humanitarian, development, and peacebuilding assistance furthering the principles of localization and ownership of the community in operations and assistance. In addition to carrying out trainings and capacity building events, the Capacity Building Officer will support in the creation and maintenance of a vetted pool of implementing partners capable of delivering lifesaving assistance throughout Sudan, and especially in areas where IOM or the UN have limited access and implementation through IPs is most viable option.

**Core Functions / Responsibilities:**

1. Supervise and act as a team leader for the Capacity Building (CB) team and portfolio of activities under the Grants Management & Capacity Building Unit, ensuring activities by the team are implemented in a high-quality manner.

2. Coordinate the overall implementation of CB activities, monitoring implementation progress against project scope, budget, schedule, and quality, and checking compliance to the component specifications, donor requirements and IOM rules and regulations.
3. Coordinate with IOM programme managers, colleagues, and internal/external stakeholders on sector specific or cross-cutting CB activities as necessary.
4. As required, contribute to the development of and deliver training to staff and implementing partners.
5. Lead in maintaining and updating a vetted pool of implementing partners in regions, in coordination with the rest of the Grant Management and Capacity Building unit. Support the coordinator in identification of new partners.
6. Hold regular meetings with identified pool of implementing partners to update them on activities, needs, and developments by the organization. Share calls for expression of interest within established network.
7. Support in programmatic assessments of capacity and due diligence of IPs, in coordination with the Resource Management Unit and at the direction of the GMCB coordinator.
8. Conduct meetings with sector leads, community leaders, and local governments to determine needs, discuss challenges and determine capacity of potential IPs to operate in the area.
9. Facilitate the timely preparation and submission of internal and external reports, updates, and beneficiary lists for CB activities.
10. Monitor the use of training materials, and the coordination of pre- and post- training assessments and tracer surveys to track and evaluate the effectiveness of training and capacity building activities.
11. Monitor specific aspects of project implementation, identify problems, and propose action to expedite the delivery of inputs. Analyze progress and implementation reports, and identify and document significant project events, decisions, problems, or deviations.
12. Facilitate the consideration and integration of cross-cutting issues such as environment, Accountability to Affected Populations (AAP), gender, children, Gender Based Violence (GBV) and other vulnerable groups in the programme implementation.
13. Undertake travel duties, as necessary.
14. Perform such other duties as may be assigned.

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

### **Education**

- Master's degree in political or social sciences, Business Administration, International Relations, Law or a related field from an accredited academic institution with two years of relevant professional experience; or
- University degree in the above fields with four years of relevant professional experience.

### **Experience**

- Experience in working with implementing partners, grantees, or third-party organizations to implement activities.
- Experience in proposal design, budget creation and project management.
- Experience in localization or capacity building, with a preference for working with NGOs.
- Experience in direct coordination with donors and cluster or sectoral leads.
- Experience in leading a team in a complex crisis setting.
- Experience working within the broader humanitarian ecosystem and coordination fora as it relates to coordinating emergency response activities.

### **Skills**

- In depth knowledge of IP / grant award cycle and IOM internal procedures and controls for implementing partners.
- Familiarity with major crisis response sectors (WASH, Health, SNFI, etc.) and their core activities
- Familiarity with Information Management or Grant Management Systems

### **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 **VN 22 2024 National localization & capacity building officer – NOB – Port Sudan.**

Kindly send the following document to: [sudancareer@iom.int](mailto: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 05.05.2024 to 11.05.2024.

### ***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.