



Position Title : **Grants Management Assistant**  
Duty Station : **Port Sudan, Sudan**  
Classification : **G5**  
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 24 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 overall supervision of the Grants Management & Capacity Building (GMCB) Coordinator, the direct supervision of the Grants Manager, and in coordination with the resource management, programme support, and various technical units, the successful candidate will be responsible for supporting the administrative action, coordination, and individual sub-grant monitoring necessary to carry out successful sub-granting activities to support identified partners in the implementation of any humanitarian, development, and peacebuilding projects.

**Core Functions / Responsibilities:**

1. Coordinate administrative actions and monitor sub-grant activities to support partner implementation of projects across humanitarian, development, and peacebuilding sectors.
2. Monitor and track grants disbursement processes and draft comprehensive reports, ensuring alignment with project scopes and cost efficiency.
3. Assist to draft and review partner agreements, collaborating with procurement, finance, and other teams to, and ensure compliance with organizational standards.
4. Track project reporting, payment, and monitoring schedules, coordinate with appropriate staff to ensure process moves throughout.
5. Maintain records of all grant activities and support the implementation of monitoring and evaluation plans.



6. Facilitate partner reporting using standardized templates and ensure adherence to grant requirements.
7. Conduct monitoring and verification activities, including data collection and analysis.
8. Support Grants Manager and Finance Colleagues in completing due diligence process to evaluate capacity and ability of potential partners.
9. Ensure compliance with deadlines and organizational policies, maintaining accountability for grant-related processes.
10. Have regular check-ins with assigned sub-grants or implementing partners, discuss issues and flag any challenges or inconsistencies with GMCB Coordinator for follow-up.
11. Undertake duty travel when needed to perform the functions of the position.
12. Perform other related duties as assigned.

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

#### **Education**

- High School diploma with five years of relevant experience; or
- Bachelor's degree in human resources, Business Administration, Psychology, or related field with three years of relevant professional experience.

#### **Experience**

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-Mail, Outlook.
- Experience working in the humanitarian system either with UN, NGOs, or other organizations.
- Experience in implementing projects, with a focus on grant management and coordinating with multiple stakeholders.
- Strong written and verbal communication skills for coordination and reporting.
- Experience working with project proposals and monitoring reports.

#### **Skills**

- Knowledge of grant and project award cycle for the UN.
- Familiarity with major crisis response sectors (WASH, Health, SNFI, etc.) and their core activities.
- Attention to detail and ability to organize and prioritize work in a methodical way.
- Willing to learn new things, problem solving and work independently.

## 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 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**.
- 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 24 2024 Grants Management Assistant – G5 – 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.