



Position Title : **Project Assistant AVRR/VHR**
Duty Station : **Kassala**
Classification : **G5**
Type of Appointment : **One-year fixed term with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **May 15, 2024**
Reference Code : **VN 30 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:

Since establishment in 2000, IOM Sudan has been engaging in supporting to migrants (both Sudanese nationals and foreign nationals) in the context of return and reintegration. Since 2022 IOM Sudan has been part of the Project Cooperation on Migration and Partnerships to Achieve Sustainable Solutions (COMPASS)

funded by the Ministry of Foreign Affairs Netherlands. The project under its direct assistance and AVRRs has supported both Sudanese and Foreign migrants. The project continues to assist the migrants in the year 2024 and beyond.

Under the overall supervision of the Programme Manager / AVRR, and the direct supervision of National Programme Officer (MRRRC and Direct Assistance) under COMPASS project, and in close coordination with relevant colleagues at IOM Sudan and Coo IOM missions, and relevant government entities, the successful candidate will be responsible for supporting the AVRR/VHR activities of the Mission.

Core Functions / Responsibilities:

1. Develop familiarity with global IOM return and reintegration approaches and different AVRR programmes including COMPASS, and Migrant Protection and Return and Reintegration (MPRR) projects. As such, incumbent is required to follow the IOM institutional guidance on AVRR case management, reintegration handbook and DoV and to be conversant in the economic, social, and psychosocial reintegration domains, including case management approach in assisting returnees.

2. Organize and assist to coordinate pre-departure return information services to migrants and predeparture logistical arrangements including coordination with Sudanese government partners for return clearance and on-arrival airport assistance.
3. Coordinate AVR/VHR movement for migrants who are eligible for AVRR/VHR and keep track of the migrant return process supported by outbound return team. As such provide pre-return screening and counselling to vulnerable migrants and assure all necessary documents are filled in line with internal standard operating procedures and AVR due diligence process.
4. Coordinate and provide airport assistance, onward transportation support and overnight stay accommodation to the arriving migrants at point of entry in Sudan, under COMPASS project.
5. Provide reintegration counselling for returnees and prepare individual reintegration plans for in-kind and cash reintegration support, at post arrival level for the COMPASS returnees.
6. Follow up regularly on the case-work support to migrants and returnees and maintain communication and rapport with migrants and returnees and identify their economic, social, and psychosocial integration challenges and support returnees accordingly.
7. Ensure all return and assistance data are collected and reported through the IOM data collection tools including MiMOSA, MRCIS and RIMS, and support to carry out monitoring and evaluation of AVRR/VHR programs.
8. Assist the AVRR/VHR team in conducting routine overall administrative support as required, which includes maintaining client information, data base updates, beneficiary files, AVRR/VHR advance requests, reintegration payment document preparations, preparation of periodic reports and tracking sheets on the progress of reintegration supports.
9. Carry out any other duties assigned by the AVRR team.

Required Qualifications and Experience

Education

- University degree in Humanities, Social Sciences, Social Work, data sciences or in related fields with three (3) years of relevant work experience in outbound AVR/VHR and reintegration support; or
- High school diploma in the above fields from an accredited academic institution with five (5) years of relevant professional experience.

Experience

- Proven track record of support in AVRR/VHR services to returnees in similar programmes and being familiar with IOM Return and Reintegration approaches, including case management of AVRR.
- Experience in working with vulnerable migrants.



- Strong interpersonal skills and ability to work effectively, independently, and harmoniously with colleagues from varied cultures and professional backgrounds.
- Experience in using MS Words, Excel and other ICT databases, MiMOSA, and RIMs
- Ability to write in English and generate reports.
- Demonstrated gender awareness and gender sensitivity.

Skills

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
- Knowledge of working with vulnerable migrants and approaches to supporting UMAs, Victim of Trafficking and other vulnerable migrants.

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 30 2024 Project Assistant AVRR/VHR – G5, Kassala.”**

Kindly send the following document to: 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 09.05.2024 to 15.05.2024.

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.