



Position Title	: Senior Programme Assistant (DTM)
Duty Station	: Kassala, Sudan
Classification	: G6
Type of Appointment	: One-year fixed term with possibility of extension
Estimated Start Date	: As soon as possible
Closing Date	: November 19, 2023
Reference Code	: VN 33 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 supervision of the Regional Coordinator and direct supervision of Programme Coordinator Officer (DTM), the Senior Program Assistant is responsible for the following functions:

Core Functions / Responsibilities:

- Act as DTM & Shelter and Settlement focal point in its AoR by attending related meetings (internally and externally) (including ISCG, governmental, etc.) and follow-up the timely completion of all DTM & Shelter activities.
- When needed, monitor, and provide strategic support in expanding the CCCM profiling mechanisms, aiming to gather baseline data on access to services and living conditions at the site-level. This will require the establishment of a network of key informants in order to carry out periodical visits to several settlement types.
- Visit IDP and returnee communities and gather information on their number, location, background, and other basic data as requested for different IOM programs.
- Process and examine data into simple databases in accordance with instructions received from Khartoum level.
- Collect the information on humanitarian needs through close coordination with counterparts and returnee community leaders.
- Prepare material, working papers and tables for monthly reports and submit to Senior Program Assistant/Team Leader on Khartoum Level.



- Provide regular updates and reporting on ES/NFI distributed with disaggregated data for respective grants/funding source ensuring appropriate documentation is in place regarding distribution lists and beneficiaries.
- Advise and keep supervisor aware of evolving returnee movements, trends, and dynamics.
- Provide ES/NFIs technical input to the development of country annual plans, area plans, sector strategies and other planning documents.
- Report to direct supervisor on implementation status, including the progress, irregularities, and shortfalls to Khartoum Level.
- In case incumbent may be required to handle petty cash he/she has to report regularly on expenses and submit proper supporting documentation in accordance With IOM guidelines.
- Conduct regular new and refresher training for the enumerators and other stakeholders on updated methods for tracking and monitoring population.
- Work in close partnership with local authorities ensuring regular update of ongoing activities in different states are streamlined at state level.
- Support and guide DTM team to conduct DTM activities (including and not limited to Mobility Tracking, Emergency event Tracking, registration, etc.).
- Establish flow monitoring/context monitoring in the designated areas.
- Undertake and support the coordination of ES/NFI assessment, distribution, and post-distribution monitoring missions in addition to visibility and logistics support.
- Perform any other duties assigned.

Required Qualifications and Experience

Education

- University degree or equivalent in Business Management, Client Services, Social Science, or related discipline preferred with **four** years of relevant professional experience, or;
- High School diploma with **six** years of relevant professional experience.

Experience

- A minimum of **2 years** of programmatic experience.
- Experience in implementing data collection methodologies and use of the needed technologies including KOBO.
- Ability to strategically plan, coordinate and execute program activities, including training.
- Good understanding of IOM data collection methodologies and their use, as well as data quality control.

Skills:

- Clearly communicates and streamlines information from field to sub-office to Khartoum level.
- Effectively coordinates actions with other implementing partners.
- Works effectively with local authorities, stakeholders, beneficiaries.
- Demonstrated ability to implement and understand data collection methodologies.

Languages

- fluency in English & 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** maintain 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 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.
- 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 November 19, 2023, at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

Posting period:

[From 13.11.2023 to 19.11.2023](#)

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.