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| Position Title | : Programme Assistant - Protection |
| 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 | : December 25, 2023 |
| Reference Code | : VN 36 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 Programme Coordinator and direct supervision of the National Migration & Development Officer, and coordination with the Senior Programme Assistant, the successful candidate will support the Protection Team in the implementation and follow-up of the overall protection activities.

Core Functions / Responsibilities:

1. Assist the protection team in the day-to-day implementation of activities under the protection Programmes.
2. Support administratively and substantively by organizing meetings, workshops, etc.
3. Assist in combining monthly and weekly reports updating on the protection activities.
4. Participate in the communication of work plans, and budget estimations for protection-related initiatives.
5. Undertake administrative actions and logistical tasks including preparation of purchase orders, contracts for consultants, related payment requests, and monitoring and follow-up on such requests, in line with IOM financial rules and regulations.
6. Support the implementing partner in the implementation of the various activities under the Protection Programmes, such as Child Protection and GBV.
7. Assist in identifying training needs of the partner providing protection interventions, in coordination with the Protection Officer.

8. Assist in the data collection of protection needs to support in the formulation of future activities and Programmes.
9. Participate in meeting minutes taking by providing translation and interpretation and follow-up on action points.
10. Undertake travel duties as required.
11. Perform such other duties as may be required.

Required Qualifications and Experience

Education

- University degree in the Social Work, Psychology, or a related field from an accredited academic institution with three years of relevant professional experience, or
- High School diploma with five years of relevant professional experience

Experience

- Experience in community engagement activities.
- Experience working with vulnerable migrants and communities.
- Experience and familiarity with protection, providing support to vulnerable migrants and displaced communities.

Skills

- Strong interpersonal skills and ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.
- Experience working with Excel and databases.
- Demonstrated gender awareness and gender sensitivity.

Languages

- For all applicants, 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** 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 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 December 25, 2023, at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

Posting period:

[From 19.12.2023 to 25.12.2023](#)

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.