



Position Title : **DTM Area Coordination Associate**
Duty Station : **Nyala**
Classification : **G5**
Type of Appointment : **One-year fixed term with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **July 08, 2024**
Reference Code : **VN 40 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:

IOM's Displacement Tracking Matrix regularly monitors displacement and mobility across Sudan, including the needs and movement intentions of displaced populations, in order to provide humanitarian partners with accurate information in order to facilitate programming.

Under the overall supervision of the Head of Programmes and direct supervision of the Displacement Tracking Matrix (DTM) Coordinator, the incumbent will be responsible for the following functions.

Core Functions / Responsibilities:

1. Assist in the implementation and monitoring of Displacement Tracking Matrix (DTM) activities, including emergency related tracking and monitoring of internally displaced persons (IDPs) and returnees.
2. Participate in relevant meetings and undertake duty travel relating to project/program assessment, liaison with counterparts including A/ICCG, HAC and OCHA.
3. Assist in the coordination and follow-up of DTM Enumerators deployed in the field offices to ensure regular updates of DTM data.
4. Lead meetings and workshops and handle routine administrative tasks of DTM Enumerators.
5. Visit IDPs and returnee communities and gather information on their number, location, background, and other basic data as requested for different IOM programs.



6. Collect the information on humanitarian needs through close coordination with counterparts, IDPs and returnee community leaders.
7. Prepare material, working papers and tablets for data collection activities and submit to DTM Information Management Unit.
8. Advise and keep supervisor aware of evolving mobility dynamics.
9. Respond to information requests and inquiries from the DTM Reporting Unit.
10. Report to direct supervisor on implementation status, including the progress, irregularities, and shortfalls.
11. In case incumbent may be required to handle petty cash or operation advance he/she has to report regularly on expenses and submit proper supporting documentation in accordance with IOM guidelines.
12. Conduct regular new and refresher trainings for the enumerators and other stakeholders on updated methods for tracking and monitoring population.
13. Support partnership with local authorities to ensure data triangulation and regular update of ongoing activities in different states are streamlined at state level.
14. Support and guide the DTM field team to conduct DTM data collection activities.
15. Establish flow monitoring/context monitoring in the designated areas.
16. Perform such other duties as may be assigned

Required Qualifications and Experience

Education

1. Bachelor's degree in Social Sciences, Migration Studies, Anthropology, or a related discipline (e.g., Humanitarian Affairs, Development Studies, Political Science, International Relations, or a related field) with three (3) years of relevant professional experience, or
2. High School diploma with five (5) years of relevant professional experience
3. Excellent research, writing, communication, and analytical skills; including sharp attention to detail and ability to juggle competing work streams

Experience

- Work experience in project implementation, data collection, and organizing working groups (enumerators).
- Work experience in displacement and migration field support.
- Experience in data validation.

Skills

- Coordination and team leadership
- Data collection and validation
- Management skills
- Ability to explain DTM methodologies
- Proven knowledge of migration-related issues particularly regarding the Middle East North Africa (MENA) region

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 40 2024 DTM Area Coordination Associate – G5, Nyala."**

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 01.07.2024 to 08.07.2024.

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.