



Position Title : **Executive Support Assistant (Migration Network)**

Duty Station : **Khartoum , Sudan**

Classification : **Intern, Grade OTHE**

Type of Appointment: **Internship,**

Estimated Start Date: **As soon as possible**

Closing Date: **02 February 2022**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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.

Context:

Background and rationale:

On 10-11 December 2018, recalling the New York Declaration for Refugees and Migrants and determined to make an important contribution to enhanced cooperation on international migration, UN Member States adopted the Global Compact for Safe, Orderly and Regular Migration (GCM), which was endorsed by the UN General Assembly later that month. The Global Compact, resting on international human rights laws standards and the purposes and principles of the Charter of the UN, as well as rooted in the 2030 Agenda for Sustainable Development among others, sets out a range of guiding principles, commitments and understandings among Member States regarding international migration in all its dimensions.

The UN Secretary-General established a new United Nations Network on Migration to ensure effective and coherent UN system-wide support to the implementation of the GCM. To this end, the central mission of the UN Network on Migration is to ensure effective, timely and coordinated system-wide support to Member States in the implementation, follow-up and review of the GCM. In carrying out its mandate, the Network will prioritize the rights and wellbeing of migrants and their communities of destination, origin, and transit. It will place emphasis on those issues where a common UN system approach would add value and from which results and impact can be readily gauged.

In Sudan, the UNCT has decided to establish a national UN Network on Migration to ensure coordinated UN Country Team-wide support to the Government of Sudan (GoS) in implementing the GCM and other relevant policies.

IOM will serve as the Coordinator and Secretariat of the Network and all constituent parts of the Network).

- The selected candidate will work under the direct supervision of the IOM Chief of Mission in Sudan and in close coordination with the Head of Programmes and the Programme Support Unit in Sudan. The successful candidate will be primarily responsible to support the administrative arrangements of the UN Migration Network, support the document review and development, information sharing, data collection, and the related communication.

Core Functions / Responsibilities:

1. Support the administrative arrangements to conduct the Network meetings, including scheduling the meetings, drafting talking points for the meeting co-chairs (in coordination with the COM), providing support in drafting and disseminating the network minutes and records of meetings and decisions taken.

2. Support the effective coordination on the joint activities by collating the members inputs to identify priorities and opportunities for action by the Network.
3. Support in collating the inputs for the annual workplan for the Network.
4. Support in updating the database of Network, highlighting key milestones in the development of national UN Network.
5. Support in drafting the Network documents, including but not limited to, the periodic reports on Network activities, regular briefings on Network activities, relevant UN system coordination structures, and the UN Network on Migration.
6. Support in liaising with the related stakeholders on migration on implementation of UN system capacity building projects by the Network in line with the COM guidelines and instructions.
7. Support in the provision of effective secretariat support for the Network.
8. Support the COM Office in document preparation and drafting of talking points for any meetings in relation to the Global Compact for Migration and Sudan's High Council for the Coordination for Migration.
9. Support the COM Office in drafting IOM Sudan documents and guidelines and undertake research requests.
10. Perform such other duties as may be assigned.

Required Qualifications and Experience: Education

- University degree in Law, International Affairs, Migration Studies, Development Studies, or a related field from an accredited academic institution.

Experience

- Experience in undertaking research and drafting documents
- Experience in administrative duties.

Languages

- Excellent written and oral communication skills in English language is required. Working knowledge in Arabic, French and/or Spanish language is advantageous.

Desirable Competencies:

The incumbent is expected to demonstrate the following values and competencies: **Values** - all IOM staff members must abide by and demonstrate these three 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.

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 for 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:

APPLICATION PROCESS

The interested applicant is invited to submit to IOM Sudan specific documents as stated below:

- An updated CV, overview of previous employment undertaken and contact details, accompanied by a cover letter detailing the applicant's motivation.
- The appointment is subject to funding confirmation.
- Appointment will be subject to certification that the candidate is medically fit for appointment.
- No late applications will be accepted.

Other:

- IOM has zero tolerance with discrimination and does not discriminate to HIV/AIDS status.
- **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: sudanhrdept@iom.int, by 02 February 2022 at the latest, referring to this advertisement.

In order for an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

Posting period:

From 19 January 2022- 02 February 2022

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 account