



International Organization for Migration (IOM)  
The UN Migration Agency

## **SPECIAL VACANCY NOTICE IOM/JUBA/SVN2020/29**

### **Open to Internal and External Candidates**

Position Title : **Project Assistant- Non Food Items (RRF)**

Duty Station : **Juba – South Sudan**

Classification : **General Service Staff, Grade 5**

Type of Appointment : **Special Short Term, 6 months with possibility of extension**

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

Closing Date : **October, 20 2020**

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. External and internal candidates are eligible to apply for this vacancy. For the purpose of the vacancy, internal candidates are considered as first- tier candidates.

Under the overall supervision of the Chief of Mission and under the direct supervision of the RRF Program Manager the successful candidate will work closely with the Field team to support the Rapid Response Fund (RRF) Unit in matters relating to implementation and monitoring of implementing partners in South Sudan. In particular, he/she will.

1. Liaise with Shelter/NFI Unit and S/NFI cluster for updated tools including the accountability to affected population and cluster standardized tools for technical support to implementing partners in the field.

2. Conduct field monitoring on NFI projects to ensure that all the items are distributed to the affected communities as per the distribution list and the RRF's guidelines.
3. Assist in reviewing the weekly, interim and final project reports and report the finding to the supervisor.
4. In coordination with the Logistics Unit, ensure sufficient stocks are available in various pipeline warehouse and provide regular updates on when stocks have arrived before any NFI proposal is approved.
5. Compile stock/distribution data provided by partners for the NFI cluster monthly report and core pipeline report.
6. Submit NFI requests from partners to RRF Programme Officer for approval and undertake NFI release based on NFI guidelines.
7. Coordinate stock dispatch with partners on ground.
8. Participate in NFI response in the field, including assessment, targeting, verification, registration and distribution, as required.
9. Support coordination of response in the field as required.
10. Ensure reporting requirements for response activities are met, in coordination with participating partners, including analysis of the situation on the ground and recommendations on next steps.
11. Assist in the provision of technical support to responding partners on the ground.
12. Assist with post-distribution monitoring, including planning and participation in the field.
13. Identify gaps in NFI partnerships on the ground (especially high risk/returnee areas) and report any non-compliances to the supervisor.
14. Identify new partners to establish working relationships on the ground.
15. Organize trainings/workshops (planning, logistical arrangements, moderating).
16. Advise RRF management on any emerging issues relating to NFI response.
17. Coordinate with the partners on the charter flight request approvals for the NFIs.
18. Undertake any further duties as may be assigned by the RRF Program Manager.

**Desirable Qualifications;**

**Education;**

Completed College Diploma from an accredited academic institution in Social Sciences with five years of professional experience or

University Degree in the aforementioned field of study with 3 years of professional experience

## **Experience;**

- Experience in the field of humanitarian work with a good understanding of USAID funded programs and other UN Partners.
- Experience in monitoring and evaluation, preferably in fragile state context.
- Technical skills in qualitative and quantitative evaluation and managing heavy data.
- Strong communication skills with the ability to effectively and persuasively present information in a variety of settings and formats.
- Familiar with activity and grant reporting methods and information management systems.
- Advanced knowledge of Microsoft Office, with proven experience in Access, Excel, and Power point.

## **Desirable Competencies**

### ***Behavioral***

- **Accountability** - Accepts and gives constructive criticism; Follows all relevant procedures, processes, and policies; Meets deadline, cost, and quality requirements for outputs; Monitors own work to correct errors; Takes responsibility for meeting commitments and for any shortcomings.
- **Client Orientation** - Identifies the immediate and peripheral clients of own work; Establishes and maintains effective working relationships with clients; Identifies and monitors changes in the needs of clients including donors; governments, and Project beneficiaries; Keeps clients informed of developments and setbacks;
- **Continuous Learning** - Contributes to colleagues' learning; Demonstrates interest in improving relevant skills; Demonstrates interest in acquiring skills relevant to other functional areas; Keeps abreast of developments in own professional area.
- **Communication** - Actively shares relevant information; Clearly communicates, and listens to feedback on, changing priorities and Procedures; Writes clearly and effectively, adapting wording and style to the intended Audience; Listens effectively and communicates clearly, adapting delivery to the Audience; Persuades others to consider new ideas; Proactively develops new ways to resolve problems;
- **Leadership and Negotiation** - Convinces others to share resources; Actively identifies opportunities for and promotes organizational change; Presents goals as shared interests; Articulates vision to motivate colleagues and follows through with commitments.
- **Performance Management** - Provides constructive feedback to colleagues; Identifies ways for their staff to develop their abilities and

- careers; Provides fair, accurate, timely, and constructive staff evaluations; Uses staff evaluations appropriately in recruitment and other relevant HR Procedures; Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations;
- Planning and Organizing - Sets clear and achievable goals consistent with agreed priorities for self and others; identifies priority activities and assignments for self and others; Organizes and documents work to allow for planned and unplanned handovers; Identifies risks and makes contingency plans; Adjusts priorities and plans to achieve goals, Allocates appropriate times and resources for own work and that of team Members;
  - Professionalism - Masters subject matter related to responsibilities; Identifies issues, opportunities, and risks central to responsibilities; Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation; Persistent, calm, and polite in the face of challenges and stress; Treats all colleagues with respect and dignity; Works effectively with people from different cultures by adapting to relevant cultural contexts;

#### ***Technical***

- Ability to treat all persons of concern with dignity, respect and without discrimination
- High sense of confidentiality
- Availability to move in the field in basic leaving conditions
- Take initiative and drive high levels of performance management
- Plan work, and set goals within area of responsibility
- Contribute to a collegial team environment
- Ability to work independently with minimum supervision
- Ability to work effectively and harmoniously within a team from varied

#### **Languages:**

Thorough knowledge of English language is required. Knowledge of local languages is essential.

#### **Method of application:**

Interested candidates are required to complete the information in this link <https://ee.humanitarianresponse.info/x/#Yi5g> and submit a letter of motivation and curriculum vitae marked “**Project Assistant –NFIs**” (RRF) to e-mail: [yss@iom.int](mailto:yss@iom.int). Applications needs to reflect the position title and vacancy number on the subject line. **Strictly On-line Applications will only be accepted.**

**Women are highly encouraged to apply.**

**Posting Period: 06 October 2020 to 20 October 2020**