

Position Title : **Humanitarian Officer (NGO Forum)**  
Duty Station : **Juba, South Sudan**  
Classification : **Professional Staff, Grade P3**  
Type of Appointment : **Special short-term graded, nine months with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **06 December 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.*

IOM is committed to a diverse and inclusive work environment. Read more about diversity and inclusion at IOM at [www.iom.int/diversity](http://www.iom.int/diversity).

Applications are welcome from first- and second-tier candidates, particularly qualified female candidates as well as applications from the non-represented member countries of IOM. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

For the purpose of this vacancy, the following are considered first-tier candidates:

1. Internal candidates
2. Candidates from the following non-represented member states:  
*Antigua and Barbuda; Aruba (Netherlands); Botswana; Cabo Verde; Comoros; Congo (the); Cook Islands; Curaçao; Fiji; Grenada; Guinea-Bissau; Holy See; Iceland; Kingdom of Eswatini; Kiribati; Lao People's Democratic Republic (the); Madagascar; Marshall Islands; Micronesia (Federated States of); Namibia; Nauru; Palau; Saint Kitts and Nevis; Saint Lucia; Saint Vincent and the Grenadines; Samoa; Sao Tome and Principe; Seychelles; Solomon Islands; Suriname; The Bahamas; Timor-Leste; Tonga; Tuvalu; Vanuatu*

Second tier candidates include:

All external candidates, except candidates from non-represented member states.

### **Context:**

Under the overall guidance of the Regional Director and the direct supervision of the Chief of Mission, the Humanitarian Officer (NGO Forum) will be hosted by IOM and sits in Non-Governmental Organisation (NGO) Forum Secretariat and report to the NGO Forum Secretariat Director. They will act as the focal point on operational, bureaucratic and access issues that impact operations of NGOs and humanitarians. They will be responsible for added value to the NGO Forum's work around relationship building and management across national/local authorities and stakeholders, as well amongst humanitarian actors, both across government and members of the international community, in-country and internationally

The South Sudan NGO Secretariat manages the efforts of the NGO Steering Committees as

voted representatives of the South Sudan NGO Forum, which currently includes over 111 international member agencies and over 239 national member agencies. The NGO Secretariat exists for the purpose of: information sharing, security advising and crisis management, networking, and capacity development, government/donor/UN engagements and engagement on other vital issues regarding humanitarian relief, recovery and development.

### ***Core Functions / Responsibilities:***

1. Lead and undertake research, documentation and sharing of lessons learned/best practices for humanitarian delivery relevant to NGOs operations and making recommendations for consultancies as required.
2. Support the South Sudan NGO Forum in ensuring the successful delivery of existing and future services to its constituents
3. Hold regular engagement amongst interested NGOs Humanitarian leads for information exchange, mutual learning on best practices, and resolving challenges.
4. Provide advisory input and, when necessary, lead on producing briefing on key aspects of humanitarian operations.
5. Support, when required, the development of humanitarian strategies, including rights based and beneficiaries centered strategies.
6. Provide advisory input to support the implementation of humanitarian strategies agreed by the Humanitarian Country Team and at the global level as appropriate.
7. Work with NGOs and UN partners to strengthen humanitarian performance and accountability.
8. Representing NGOs interests at appropriate UN forums including Access Working Group, Civil Affairs coordination at United Nations Office for the Coordination of Humanitarian Affairs (OCHA) as well as holding regular meetings with other UN Humanitarian Advisers of United Nations Agencies, Funds and Programmes.
9. Attend Cluster meetings and other technical working groups and update the Steering Committees accordingly.

#### Partnerships and Networking

10. Ensure good working relationships with the UN agencies, UN Mission, donor representatives and other stakeholders to communicate and coordinate with NGOs in conjunction with Deputy Head of OCHA and NGO Forum Secretariat Director.
11. Increase and enhance engagement, coordination, and input from NGOs into relevant OCHA-led policy discussions and processes.
12. Work with NGOs, donors and UNOCHA to develop common best practice mechanisms in delivering humanitarian assistance in South Sudan.
13. Support NGO Forum engagements with relevant initiatives that address coordination and delivery of humanitarian assistance in South Sudan.
14. Support the development feedback mechanisms, open learning channels, support pilot efforts on knowledge management, and ensure information flow for improved humanitarian delivery.

15. Support transparent coordination mechanisms and regular information-sharing between NGO Forum members, the UN and other relevant stakeholders.

16. Attend South Sudan INGOs and NGOs (NGOs) Steering Committees meetings as requested.

17. Provide input into the NGO Forum annual reports.

18. Perform such other duties as maybe advised.

## ***Required Qualifications and Experience:***

### **Education**

- Master's degree in Development Studies, Business Administration, International Relations, International Politics, Development Studies, or a related from an accredited academic institution with five years of relevant professional experience; or
- University degree in the above fields with seven years of relevant professional experience.

### **Experience**

- With field-level operational experience in NGO either international or national – preferably with a special focus on humanitarian settings or complex emergencies;
- Experience and ability to work with both UN and NGOs;
- Experience of working in the fields in South Sudan is an added advantage;
- Experience working with NGO consortia and engagement on humanitarian coordination;
- Experience of humanitarian field experience - planning, implementation and monitoring.

### **Skills**

- Relevant thematic specialisation – conflict sensitivity, gender sensitivity, gender mainstreaming, protection, etc.;
- Excellent interpersonal and communication skills including relationship management, influencing skills, networking;
- Knowledge of humanitarian theory and architecture;
- Understanding of complex emergencies framework;
- Knowledge of international humanitarian law and principles;
- Strategic planning, research and analysis;
- Leading and communication, including diplomacy, public speaking and proficiency in English;
- Collaborating and partnering, including ability to work with diverse range of actors, including agencies, INGOs and NNGOs, and donors and civil society;
- Managing quality services including excellent computer skills, meeting targets under tight deadlines.

### **Languages**

IOM's official languages are English, French, and Spanish.

External applicants for all positions in the Professional category are required to be proficient in English and have at least a working knowledge of one additional UN Language (Arabic, Chinese, French, Russian, or Spanish).

For all applicants, fluency in English is required (oral and written). Working knowledge of Arabic, French, and/or Spanish is an advantage.

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

## Notes

<sup>1</sup> Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

### **Required 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:** 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** – behavioural 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.

### **Managerial Competencies** – behavioural 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 potential.
- **Empowering others & building trust:** creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- **Strategic thinking and vision:** works strategically to realize the Organization's goals and communicates a clear strategic direction.

IOM's competency framework can be found at this link.

[https://www.iom.int/sites/default/files/about-iom/iom\\_revised\\_competency\\_framework\\_external.pdf](https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf)

Competencies will be assessed during a competency-based interview.

### **Other:**

Internationally recruited professional staff are required to be mobile.

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

This selection process may be used to staff similar positions in various duty stations. Recommended candidates will remain eligible to be appointed in a similar position for a period of 24 months.

The list of NMS countries above includes all IOM Member States which are non-represented in the Professional Category of staff members. For this staff category, candidates who are nationals of the duty station's country cannot be considered eligible.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances. 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.

Vacancies close at 23:59 local time Geneva, Switzerland on the respective closing date. No late applications will be accepted.

***How to apply:***

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 06 December 2022 at the latest, referring to this advertisement.

IOM only accepts duly completed applications submitted through the IOM e-Recruitment system. The online tool also allows candidates to track the status of their application.

Only shortlisted candidates will be contacted.

For further information please refer to: [www.iom.int/recruitment](http://www.iom.int/recruitment)

***Posting period:***

From 23.11.2022 to 06.12.2022

***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 accounts.

Requisition: SVN 2022 324 Humanitarian Officer (NGO Forum) (P3) Juba, South Sudan (57854684)  
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