



International Organization for Migration (IOM)  
The UN Migration Agency

## **SPECIAL VACANCY NOTICE IOM/JUBA/SVN2022/36**

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

Position Title : **National Programme Officer - RRF**  
Duty Station : **Juba, South Sudan**  
Classification : **NO-B**  
Type of Appointment : **One Year Fixed Term**  
Estimated Start Date : **As soon as possible**  
Closing Date : **September 06, 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 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.

### **Scope and Context.**

IOM in South Sudan has a broad range of programming centered around three broad areas: Humanitarian Coordination and Support; Humanitarian response and Resilience; and Peacebuilding, Transition, and Development. Humanitarian Coordination and support includes leading/co-leading the Camp Coordination and Camp Management (CCCM) and Shelter and Non-Food Items (NFI) Clusters, Displacement Tracking Matrix (DTM), Water, Sanitation and Hygiene (WASH) and management of WASH and Shelter and NFI Core-pipelines, Humanitarian Hubs and common transport services. Humanitarian response and Resilience includes CCCM, WASH, Shelter & NFI, Health, Protection, Gender equality and inclusion, Mental health and Psychosocial support and the Management of a Rapid Response Fund. Under Peacebuilding, Transition and Development, IOM South Sudan implements programming on Housing, Land

and Property Page issues, Transition and Recovery, Transhumance conflict prevention, Community-based violence reduction, Community development and Migration Management.

Under the overall supervision of the Head of Operations and the direct supervision of the Grants Manager, the successful candidate will be responsible for ensuring that the content and processes of grants consistently meet project objectives and IOM standards.

**The duties and responsibilities include but not limited to the following:**

1. Check the overall quality of proposals submitted by partners, grants documentation and the timely entry of all relevant grant information into the programme Information Management System (IMS).
2. Ensure accuracy, consistency and timeliness of data from implementing partners and entries in the Rapid Response Fund (RRF) IMS database.
3. Work with Programme Team to improve the quality of monitoring templates (ensuring that tools incorporate protection mainstreaming, technical elements included in the proposal) as well as reviewing Monitoring Reports created by the team.
4. Track the programme's implementation processes, including following up financial and procurement documentation with appropriate Units in the Mission.
5. Produce reports and run queries on the database as requested by the Grants Manager; propose revisions to reporting templates and refinements to existing mechanisms as required.
6. Together with the Grants Manager (RRF) ensure that partners fully understand all administrative requirements of the RRF Grants process, undertaking capacity building with those partners that may require it.
7. Perform such other duties as may be assigned.

**Desired qualifications:**

*(Education and experience)*

- Master's degree in Social Sciences, International Development, Business Administration, Business Management or a related field from an accredited academic institution with two years of relevant professional experience; or
- University degree in the above fields with four years of relevant professional experience.

***Experience.***

- Professional experience in community-based and/or small-grants programming, infrastructure works, procurement and civil-society strengthening;
- Experience working with the United States Agency for International Development (USAID) programmes is required;
- Experience in operational activities in a post-crisis or emergency area

## **Skills.**

- Strong computer skills, specifically hands-on experience in usage of MS Office, particularly EXCEL, MS WORD and Outlook
- Knowledge of South Sudan and working with internally displaced people
- Knowledge of working with the humanitarian cluster system
- Excellent operational, analytical, organizational and communication skills
- Proven skills/experience in report-writing

## **Required Competencies.**

The successful candidate is expected to demonstrate the following values and competencies:

### **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**<sup>1</sup> – 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 and 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.

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<sup>1</sup> As applicable.

**Languages:**

Thorough knowledge of English, Arabic, and working knowledge of local languages 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 “**National Programme Officer - RRF**” through e-mail: [vss@iom.int](mailto:vss@iom.int). Applications need to reflect the position title and vacancy number on the subject line.

**Note: Incomplete applications will not be considered valid.**

**Women are highly encouraged to apply.**

**Deadline for applications: 06 September 2022. Only short-listed applicants will be contacted.**

**Posting period: 24 August 2022 –06 September 2022**

