



International Organization for Migration (IOM)  
The UN Migration Agency

## **SPECIAL VACANCY NOTICE IOM/BENTIU/SVN2022/08**

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

Position Title : **Camp Assistant- Female Participation**

Duty Station : **Bentiu– South Sudan**

Classification : **General Service Staff, Grade 2**

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

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

Closing Date : **March,17 2022**

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 Camp Manager and the direct supervision of the Community Participation Officer, the Camp Assistant will provide support to the overall PoC community participation activities.

#### **Key responsibilities:**

1. Assist community engagement activities by attending block leader meetings, women block leader meetings, women participation meetings, and ad-hoc meetings with thorough minute taking, organizing chairs and tables, etc.

2. *Conduct and facilitate GBV and PSEA assessments such as FGDs, KIIs, safety audits, and community mapping to identify the GBV risks faced by girls, boys, women, and men as well as capacities and resources available for support within the community in coordination with the Community Participation Officer and Camp Manager and in consultation with the GBV Sub-Cluster.*
3. *Organize, facilitate GBV prevention and interventions activities at the community including advocacy initiatives, awareness raising, life skill trainings with support from the community GBV Focal points, and GBV Sub Cluster and in coordination with the Community Participation Officer and the Camp Manager.*
4. *Take the lead in organizing and conducting information dissemination sessions targeting women and girls at the CM or women centers as well as awareness-raising sessions on relevant topics.*
5. *Support and facilitate the Quick Impact and income-generating Projects for the women groups in coordination with the women's forum.*
6. Facilitate women block leader meetings, women participation meetings, and ad-hoc meetings to collect information, document points raised, and circulate minutes with necessary counterparts.
7. Compile minutes of meetings in a clear and timely manner
8. Support women inclusion activities including focus group discussions, capacity building and trainings, and other activities that may be required.
9. Build relationships with women groups and vulnerable groups and identify opportunities for increased community empowerment.
10. Effectively work together and foster relationships with other cluster partners, humanitarian agencies, and NGOs to support women participation and inclusion.
11. Provide assistance to the community outreach teams and keep a list of available enumerators.
12. Perform any other duties as requested by the CPO and the Camp Manager

### **Desirable Qualifications.**

#### **Education.**

- A High school diploma or a combination of equivalent training and practical experience.

#### **Experience.**

- Two years of relevant experience in the field of social mobilization and public health.
- Personal commitment, efficiency, flexibility, and drive for results
- Personal commitment and interest in gender equality and preventing GBV.
- Capacity to work effectively and harmoniously with colleagues from various cultures and professional background.

### **Desirable Competencies.**

The incumbent is expected to demonstrate the following technical and behavioural competencies:

### **Behavioural**

- Takes responsibility and manages constructive criticism.
- Works effectively with all clients and stakeholders;
- Promotes continuous learning, communicates clearly;
- Takes initiative and drives high levels of performance management;
- Plans work and sets goals within area of responsibility.
- Displays mastery of subject matter; g) contributes to a collegial team environment.
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation.
- Displays awareness of relevant technological solutions.
- Works with internal and external stakeholders to meet resource needs of IOM.
- Ability to work independently with minimum supervision.
- High sense of confidentiality.

### **Technical**

- Ability to facilitate meetings and manage large groups of people.
- Ability to write minutes in English.
- Motivation to work with women and minorities.
- Previous knowledge of protection is a plus
- Ability to treat all persons of concern with dignity, respect and without discrimination.

### **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 “**Camp Assistant- Female Participation**” IOM Office Bentiu to e-mail: [vss@iom.int](mailto:vss@iom.int). Applications needs to reflect the position title and vacancy number on the subject line. **Strictly On-line Applications will only be accepted.**

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

**Women are highly encouraged to apply**

**Deadline for applications: 17 March 2022. Only short-listed applicants will be contacted.**

**Posting Period: 03 March 2022 to 17 March 2022**