

Position Title : **Head of Sub-Office**  
Duty Station : **Wadi Halfa, Sudan**  
Classification : **Professional Staff, Grade P3**  
Type of Appointment : **Fixed term, one year with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **03 June 2024**

*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; Barbados; Botswana; Cabo Verde; Comoros; Congo (the); Cook Islands; Dominica; Fiji; Guinea-Bissau; Holy See; Iceland; Kiribati; Lao People's Democratic Republic (the); Madagascar; Marshall Islands; Micronesia (Federated States of); Namibia; Nauru; Palau; Saint Kitts and Nevis; Samoa; Sao Tome and Principe; Solomon Islands; Suriname; The Bahamas; Tonga; Tuvalu; Uzbekistan; Vanuatu*

Second tier candidates include:

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

### **Context:**

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Under the direct supervision of the Chief of Mission (CoM) in Sudan, and in close coordination with the Deputy COM – Head of Program and Programme Managers, Programme Support Unit and Resources Management Unit, the Head of Sub Office in Wadi Halfa will be responsible and accountable for overall management and administration of the IOM Sub Office, as well as for coordinating the implementation of the broad IOM programming in line with IOM policies, standards and commitments, covering the Northern and River Nile States.

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

1. Manage the Operational, Human Resources, Administrative, Financial and Supply Chain functions of the Sub-Office in accordance with the IOM's rules and regulations, and streamline the implementation of institutional procedures across the Sub-Office and Field Offices.
2. Lead the management, recruitment, training and capacity building of Sub-Office's staff and third-party contractors, if applicable, based on programme assessment, available budget and performance indicators.
3. Participate in meetings with Government Authorities, International Organizations, non-governmental organizations, voluntary agencies, as well as public media and Private Sector.
4. In coordination with the CoM, maintain, promote and strengthen working relationships with national, regional and local governmental authorities, international organizations and NGOs, and other stakeholders in the field of migration management.
5. Contribute to the design and development of new projects in close coordination with the CoM and other Programme Management counterparts.
6. Ensure adherence to the safety and security procedures for IOM staff, premises and assets in the Sub-Office, in coordination with the local Office of the United Nations Department of Safety and Security (UNDSS) and other relevant stakeholders, through regular participation in Area Security Management meetings.
7. Monitor and support the implementation and reporting of all programme activities in the area in line with IOM standards and in accordance with the donor/grant agreements.
8. Provide regular updates to the CoM on the progress on programme implementation, achievements, challenges, cluster/sector discussions, donor liaison issues, as well as on possible opportunities for geographical, operational and thematic expansion of IOM portfolio and other opportunities that might benefit the Country Office, IOM in the Region or globally.
9. Assess and identify key gaps and operational challenges, provide technical support/ guidance for programme implementation in coordination with the CoM/ Senior Management Team to ensure the efficiency and cost-effectiveness of staff performance.
10. Ensure the visibility of IOM and the donors as established in donor agreement and as relevant to the context.
11. Perform such other duties as may be assigned.

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

### **Education**

- Master's degree in Political or Social Sciences, Humanitarian Affairs, Law, International Relations, Disaster Risk Reduction/Disaster Risk Management, or a related field 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**

- Experience in managing humanitarian, complex and post conflict emergencies at an international level;

- Experience in liaison with the government authorities, donors, national/international institutions and multi-stakeholders;
- Experience in project development and reporting;
- Experience in programme implementation, monitoring and evaluation; and,
- Experience working in the Region.

## Skills

- Sound knowledge of migration management principles, concepts and techniques;
- Expertise in post-conflict /emergency operations;
- Ability to lead and coordinate multiple activities and work effectively and harmoniously with colleagues from varied cultures and professional background;
- Proven ability to manage a larger operation in the developing world;
- Ability to work well under pressure and in difficult conditions;
- Excellent communication and negotiation skills, project development skills and ability to draft clearly and concisely; and,
- A high degree of computer literacy.

## Languages

IOM's official languages are English, French, and Spanish. All staff members are required to be fluent in one of the three languages.

For this position, fluency in English is required (oral and written). Working knowledge of Arabic and/or another official UN language (Chinese, French, Russian, and 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 five values:

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **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.
- **Courage:** Demonstrates willingness to take a stand on issues of importance.
- **Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

## **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 actions 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 leadership and professional potential.
- **Empowering others:** Creates an enabling environment where staff can contribute their best and develop their potential.
- **Building Trust:** Promotes shared values and creates an atmosphere of trust and honesty.
- **Strategic thinking and vision:** Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- **Humility:** Leads with humility and shows openness to acknowledging own shortcomings.

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 endorsed by the Appointments and Postings Board 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 background verification 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 03 June 2024 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 21.05.2024 to 03.06.2024

***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: VN 2024 301 Head of Sub-Office (P3) Wadi Halfa, Sudan (58867937) Released

Posting: Posting NC58867938 (58867938) Released