Focal Point in Sudan for CIVIPOL Sudan BMM III's activities

LIMITE DE CANDIDATURE
20 Janvier 2025

DURÉE DE LA MISSION
Long Terme

ZONE GÉOGRAPHIQUE
Afrique

PROJECT DESCRIPTION

The overall objective of the Sudan BMM III programme is that national authorities and institutions are able to facilitate safe, orderly and regular migration and effectively address and reduce the trafficking of human beings (THB) and the smuggling of migrants (SoM) to/in/from Sudan through a human rights-based approach.
The Specific Objectives (Outcomes) of this action are:
• To strengthen the capacity of national authorities, institutions, and other relevant actors in the area of migration governance to act in accordance with global and regional migration governance frameworks, in full respect of human rights standards.
• To increase national and cross-border cooperation on trafficking and smuggling cases between law enforcement, judicial and other state and non-state actors, in coordination with existing regional initiatives and in accordance with international obligations and standards.
• To improve protection services for displaced persons, VoTs and vulnerable migrants at local, national and regional levels.

JOB DESCRIPTION

Focal Point for CIVIPOL's Sudan BMM III Activities, ensuring the performance of all organisational, logistical and administrative tasks required for the implementation of the project
activities. Participation in regional activities when required.

Main Responsibilities:

Under the direct supervision of the Regional Coordinator/Team Leader, under the guidance of the Implementation Project Manager and in liaison with the Project Manager at CIVIPOL HQ:
• Provide the needed organisational and logistical support to ensure smooth preparation, implementation and follow-up of all project activities to be carried out in Sudan by the team
of international experts and consultants, including in the interaction with Project Partners, institutional agencies and other stakeholders in Sudan; This includes:
o Contact relevant stakeholders to organise meetings, workshops, trainings and ensure constant interaction about activities implementation
o Do the follow-up with the relevant stakeholders and collect the list of participants for trainings, meetings or workshops
o Creation and monitoring of the trainings or workshops attendance sheets and filling in event participation

data reporting tool, administering and collecting evaluation questionnaires etc.
o Organize meetings for the Regional Coordinator/Team Leader and other team members, international TiP experts
o Support the work of the team of international experts and consultants also directly contributing to the elaboration of plans, work documents, agendas, meeting minutes, activity reports, work package planning
o Operate bookings of premises for project activities
o Ensuring the organisation of transportation for the team members as per needs
o Participate in the Sudan BMM III Monthly Coordination Meetings (MCMs) and provide input and reports according to needs and requests
o Provide input to the Sudan BMM III updates and newsletter
• Provide the administrative support to ensure the implementation of the above-mentioned activities under the supervision of the Implementation Project Manager, and in liaison with
CIVIPOL Accountant at HQ:
o Manage the project cash box in Sudan
o Assess the running costs and costs related to events
o Prepare money transfer requests
o Manage per diems and allowances for team members and participants in meetings, workshops and trainings
o Identification of suitable and reliable suppliers and service providers
o Collect quotations from service providers as per needs February 2025
o Follow-up with service providers to collect supporting documents respecting CIVIPOL standards
o Manage payments to service providers
o Prepare and submit periodic financial reports (monthly cash and bank) as needed
o Duly document all expenses incurred and record them using the system and tools provided by the project

REQUIRED QUALIFICATIONS AND EXPERIENCE

Education level
■ Bachelor in social sciences, political science, project management or related discipline
Qualifications
■ 1 to 3 years of relevant experience in project support for logistics, organisation and administration
■ Basic knowledge of communication and project monitoring tools
Personal qualities
■ Good organisational skills and attention to detail.
■ Excellent time management skills.
■ Ability to work collaboratively with team members and with multiple stakeholders at various levels from national to sub-national and community levels. Ability to work effectively with a remote team (Regional office in Nairobi, Kenya).
■ Excellent communication and interpersonal skills, including cultural sensitivity.
■ Demonstrated ability to work effectively in highly stressful situations.
■ Proficiency in written and spoken English language.
■ Proficiency in written and spoken Arabic language is a plus.

