



## Programme Assistant (Level D)

<b>Unit:</b>	Sudan Programme
<b>Division:</b>	Africa and West Asia Region
<b>Duty Station:</b>	Khartoum, Sudan
<b>Title of Line Manager:</b>	Head of Programme

### Context

International IDEA is managing a three-year EU funded programme to support Sudan's transition to a democratic system of government, and to contribute to SDG 16 to promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels.

The programme seeks to support the democratic transition by supporting the establishment of mechanisms for dialogue and consensus building on the transition process; strengthen stakeholders' capacity for constitution building; enhance stakeholders' capacity for electoral reform that will facilitate credible electoral processes; and strengthen citizens awareness on the transitional process and broader democratic governance practices. It is anticipated that Sudan's transition period and processes will provide an opportunity for Sudan's transition to democracy.

The Programme Assistant, supports the planning and implementation of the Sudan programme, by providing programme, administrative and logistic support.

### Duties and Responsibilities

- Supports the planning and implementation of the Sudan programme by providing programme and administrative support; Assists with the preparation of workplans, reports, budgets, travel authorizations/claims, and contracts;
- Supports the implementation of the programme communication and visibility plan by contributing to knowledge production including drafting news articles, programme updates and information briefs;
- In coordination with the programme team, compiles, summarizes and prepares background materials to assist in the preparation of project reports (narrative), internal and external



communication in Arabic and English, informative notes, and translations for the programme's activities;

- Develops and maintains a database of key actors and stakeholders in Sudan;
- Assists in the implementation, monitoring and evaluation of the programme's projects
- Manages the scheduling of assigned project activities and develops and maintains a filing system for assigned programme component documents;
- Take notes in internal and external meetings in both English and Arabic;
- Organizes and coordinates logistical arrangements for meetings, conferences and workshops (obtaining quotes and booking venues, liaising with attendees, organizing travel, etc.). Assists with the preparation of meeting materials.

### **General Profile**

- Has developed knowledge and skills through formal training or work experience;
- Adds value to team-based activities in his/her unit; collaborates with other entities of International IDEA as required;
- Follows internal procedures to ensure high standards of performance and compliance with Institutional guidelines;
- Acts in accordance with International IDEA's core values; Respect, Integrity and Professionalism;
- Integrates a gender and diversity perspective in all activities.

### **Reporting Line**

- Head of Programme,

### **Functional Knowledge**

- Has established skills to perform a range of day-to-day activities.

### **Operational Knowledge, Skills and Experience**

- Integrates the results-based approach into his/her activities;
- Understands how the assigned duties relate to others in the team and how the team integrates with others throughout the organization;
- Illustrates integrity, a collaborative spirit, a sense of achievement, and an understanding of risk management.

### **Leadership**



- No direct people management responsibility.

### **Problem Solving**

- Recognizes and solves typical problems that can occur in own work area; evaluates and selects solutions from established options.

### **Impact**

- Has an impact on the programme development and delivery through the quality of the services or information provided.

### **Communication and Interpersonal Skills**

- Liaises regularly with all internal and external stakeholders involved in his/her projects;
- Acts in all assignments with personal energy and engagement.
- Fluency in written and oral English and Arabic is required. Any other widely spoken language in an International IDEA priority region would be an asset.

### **Education and Experience**

- Approximately three (3) years' experience working in a similar role;
- High school diploma and preferably business and/or secretarial education; University background is considered an advantage;
- Experience of working in an international context, e.g. in an intergovernmental organization, considered an advantage.