



STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **Community Mobilizer** according to the Terms of Reference below. Interested applicants are invited to apply by **11.11.2018** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Reference Code: SVN-129/2018/S - BD1	Position Title:	Community Mobilizer
Duty Station: Different Field Locations within Cox's Bazar Bangladesh	Estimated Starting Date:	As soon as possible
Classification: G-3/01 (UN Salary Scale)	Type of Appointment:	Special Short Term (Initially 03 months; with possibility of extension)

General Functions:

Under overall supervision of the Head of Transition and Recovery Division and direct supervision of the Field Coordinator, the successful candidate will be responsible to assist in implementation of programme activities particularly in community engagement and mobilization to facilitate the successful implementation of programme activities at field level.

Carried out community mobilization activities to promote community participation and to provide opportunity for the community to understand and influence the key decisions in the projects from the initial stage until the completion of the projects:

1. Maintain close communication with different community members, including with community leaders and influencers to initiate and implement the projects in IOM's target communities;
2. Participate in discussion with communities on information sharing, beneficiary selection, delivery of supports, establishment of different committees and community groups;
3. Participate in assessment of eligibility of beneficiaries for different supports within the programme according to set criteria;
4. Facilitate different community level meetings, and organize training sessions, workshops, communication platforms, etc.;
5. Promote equal participation and presentation of women and men including different vulnerable groups in community consultations and project implementation
6. Support the implementation of community-based and social cohesion activities including campaign and awareness raising within communities;
7. File and document all community mobilization activities including different forms, both in hard and soft versions. Take and properly document quality photographs from all activities and events;
8. Assist in data collection, collation and maintaining beneficiary's records. Compile short stories, case studies, and reflections from targeted beneficiaries
9. Participate in project assessments, surveys, and monitoring activities with target communities when require;
10. Foster an atmosphere of solidarity and unity within the beneficiaries; and adhere to the principals of 'Do no Harm' throughout the project implementation process;
11. Give support to the programme/ monitoring team while performing their activities in the field;
12. Perform such other duties as may be assigned including assessment of natural disaster cases and distribution of supports to affected people as may be required.

Education, Experience and Skills:

- Higher Secondary School Graduate with minimum three years of community mobilization experience. University degree in Social Science, Legal Studies, Political Science, Anthropology, Psychology, Humanities Studies, or other related fields would be an advantage
- Work experience with international/national humanitarian organizations, non-government or government institutions/organization would be an added value
- Excellent communication, representative and interpersonal skills; culturally sensitive and ability to work in a team setting;
- Works effectively in high-pressure, rapidly changing environments, ability to multitask, pays attention to details, meets deadlines, maintain accuracy in performing responsibilities;
- Strong coordination and liaison skill.

Method of Application:

Candidates with the required qualifications can apply through email by mentioning the reference code [SVN-129/2018/S-BD1: Community Mobilizer](#) in the subject line to: DhakaJobs@iom.int; with the following documents:

(i) *Application Letter/Cover Letter*

(ii) *Curriculum Vitae*

(iii) *Personal History Form (PHF) which can be downloaded from the IOM Dhaka website:*

<https://bangladesh.iom.int>

(iv) *Scan copy of Photo*

APPLICATION WITHOUT PROPER REFERENCE CODE MENTIONED ABOVE WILL BE DISREGARDED

Please ensure that your application is complete with the above-mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a rule, candidates who have not properly submitted their application with required documents will be excluded from consideration.

Any attempt for persuasion will be considered as a disqualification

ONLY SHORT-LISTED CANDIDATES WILL BE CALLED FOR ASSESSMENT

Note for internal candidates:

with refer to IN233 and Clause 7.5 of IOM Recruitment Policy:

Staff members selected for a VN/SVN in his or her same category at one grade higher than his or her personal grade shall be appointed at the advertised grade. A staff member selected for a VN/SVN to a position which is two grades higher than the staff member's current grade, will be appointed at the interim grade, and six months later at the higher grade.