



STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **Junior Project Assistant** according to the Terms of Reference below. Interested applicants are invited to apply by **29.11.2021** 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-059/2021/S - BD1	Position Title:	Junior Project Assistant
Duty Station:	Dhaka, Bangladesh	Estimated Starting Date:	As soon as possible
Classification:	G-3 (UN Salary Scale)	Type of Appointment:	Special Short Term (Initially 6 Months)
Division/Unit:	Emergencies and Displacement Unit		

General Functions:

Under the overall supervision of the Head, Emergencies and Displacement Unit (EDU) and direct supervision of the Senior National Programme Officer (EDU), the successful candidate will provide assistance to the unit with a focus on overall programme and administrative support, which include reporting, minuting, drafting TPs, papers, briefs and presentations, events arrangements, logistics and coordination and other project related support as and when needed.

Responsibilities and accountabilities:

1. Provide clerical support to the unit in preparing background notes, talking points and reports for discussions with stakeholders on issues related to emergencies and displacement in Bangladesh.
2. Support for record keeping in of various meetings, workshops, and related events under the EDU.
3. Assist in coordinating, communicating, and liaising with different stakeholders, for implementation of activities.
4. Provide assistance in coordinating and organizing different meetings/workshops, training, meetings/representations in the area of emergencies and displacement.
5. Assist in completion of PR for all relevant programme activities and support in quotation collection from vendors.
6. Maintain relevant files, documents, equipment, and database etc.
7. Assist in completion of research tasks as assigned.
8. Undertake field visit related to programme assessment, liaison with counterparts as per requirements of the unit.
9. Undertake any other duties assigned by the Head, EDU, and National Programme Officers, as and when necessary.

Education, Experience and Skills:

- University degree in Social Sciences, Development Studies, Economics, Business Administration, or a related field from an accredited academic institution with one year of relevant professional experience.
- Experience in organizing consultation, workshops, seminar with high level stake holders.
- Experience with working with Government of Bangladesh, CSO/NGOs etc.
- Excellent writing and analytical skills required
- A high level of computer literacy required

IOM is an equal opportunity employer and women are encouraged to apply.
IOM Offices and vehicles have smoke-free work environment.

- Excellent technical knowledge in MS Word, MS Excel, PowerPoint etc.
- Attention to detail required
- Ability to manage diverse activities and to meet deadlines required; flexibility to changing situations and priorities desired
- Initiative and ability to work independently and as a member of a team to coordinate and/or lead the efforts to effectively meet the unit's needs

Method of Application:

Candidates with the required qualifications can apply through email by mentioning the reference code **SVN-059/2021/S-BD1: Junior Project Assistant** 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.