



STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **Programme Assistant- IP** according to the Terms of Reference below. Interested applicants are invited to apply by **04.12.2021** 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-060/2021/S - BD1	Position Title:	Programme Assistant- IP
Duty Station:	Cox's Bazar, Bangladesh	Estimated Starting Date:	As soon as possible
Classification:	G-5 (UN Salary Scale)	Type of Appointment:	Special Short Term (Initially 6 Months)
Division/Unit:	Social Cohesion		

General Functions:

Under the overall supervision of Social Cohesion-Programme Manager in Cox's Bazar, Bangladesh and direct supervision of the Livelihoods Project Officer, the successful candidate will be responsible for coordinating with Implementing partners on the day-to-day implementation IOM Cox's Bazar Social Cohesion programme/operations activities.

Responsibilities and Accountabilities:

1. Regular liaison with Implementing Partners (IP) of Social Cohesion Unit and collect monthly narrative and financial reports.
2. Coordinate with IP's and call for team meetings to discuss any changes whenever required.
3. Maintain IP Matrix on regular operational updates, progress on indicators and grant matrix.
4. Coordinate with Grants Unit (GU), Legal Unit (LEG) and Resource Management Unit (RMU) on funding for IP's, agreement procedures and following up on the release of grant instalments to the IP's.
5. Draft Note for File, agreements and any other required official documents in coordination with GU and LEG.
6. Share updated information of projects activities from IP's, guide IP's on preparation of communication materials in collaboration from IOM Communication Unit.
7. Conduct regular field visits, monitor the IP activities in coordination with Livelihoods and Disaster Risks Reduction (DRR) project officers and take support from National Project Officer for Monitoring & Evaluation (NPO-M&E Officer) in developing monitoring tools.
8. Conduct desk research and prepare background information on IP activities and bring about innovative ideas, relevant projects ideas from IP's and advise the Social Cohesion Programme for possible interventions.
9. Conduct capacity building sessions for IP staffs on relevant topics and keep track on their improvement.
10. Organize lesson learning sessions among the IP's and regular information sharing among the IP and team members.
11. Undertake duty travel relating to programme activities and documentation of the event.

Education, Experience and Skills:

- Bachelors or equivalent university degree from an accredited academic institution preferably in Development Studies, Sociology, International relations, Economics. Business Administration
- At least four (4) years' experience in project implementation, IP Coordination, Finance and Programme Support. Previous experience in international organization is an advantage;
- Strong coordination, negotiation, mobilizing and facilitation skills
- Proficient in computer applications;

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

- Ability to work independently under minimal supervision;
- Ability to work effectively and harmoniously within a team of colleagues from varied cultures and professional backgrounds.
- Proficient in the English language.

Method of Application:

Candidates with the required qualifications can apply through email by mentioning the reference code [SVN-60/2021/S-BD1; Programme Assistant- IP](#) 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.