



# STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **Site Management Field Mobilizer** according to the Terms of Reference below. Interested applicants are invited to apply by **17.08.2021** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

## OPEN TO INTERNAL CANDIDATES ONLY

<b>Reference Code:</b>	SVN-037/2021/S - BD1	<b>Position Title:</b>	Site Management Field Mobilizer
<b>Duty Station:</b>	Cox's Bazar, Bangladesh	<b>Estimated Starting Date:</b>	As soon as possible
<b>Classification:</b>	G-3 (UN Salary Scale)	<b>Type of Appointment:</b>	Special Short Term (Initially 06 months; with possibility of extension)
<b>Division/Unit:</b>	Site Management Unit		

### General Functions:

Under the direct supervision of the SM Assistant and overall supervision of Site Management Operation Officer (SMO), The Field Mobilizer will be responsible and accountable for:

### Responsibilities and Accountabilities:

1. Assist the SM Assist the SM Assistant in promoting the participation in site level activities of all refugee community sub-groups, with a specific focus on those groups generally facing additional barriers such as women & girls as well as people with disabilities.
2. Assist in the organization of community meetings and other form of participatory approaches such as volunteering or cash for work in relation to site level care and maintenance activities, focus group discussions, key informant interviews and safety audit/mapping. Support relocation activities and ensure safe and dignified living condition especially the most vulnerable population.
3. Produce relevant documentation (attendance sheet, agenda, meeting minutes in English, Bengali and local language as required).
4. Support capacity building activities (training, material donation, etc.) and assist the field officer in maintaining an inventory of material provided to support community leadership.
5. Support the Site Management Assistant in rolling out a community-based complaint and feedback mechanism at site level.
6. Provide general support to assessment exercise in the assigned area, support in community risk assessments and other related activities.
7. Systematically collect information related to the services provided by international and national humanitarian partners as well as relevant national authorities.
8. Provide general support to the development and setting up of noticeboards, site plans and other communication materials used at site level.
9. Any other duties as may be assigned by the supervisor.

### Education, Experience and Skills:

- School diploma with three years of relevant experience
- Bachelor's degree in Management, Business Administration, Psychology or related area with one year of relevant professional experience.

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

- Experience with a humanitarian organization is a plus, and particularly experience in the field of communication.
- Good communication skill, organizational and reporting skills.
- Excellent knowledge of Microsoft Office, in particular Microsoft Word, Excel, Access, PowerPoint and additional analysis soft wears.
- Ability to learn quickly.

### **Method of Application:**

Candidates with the required qualifications can apply through email by mentioning the reference code [SVN-037/2021/S-BD1 Site Management Field Mobilizer](#) in the subject line to: [DhakaJobs@iom.int](mailto: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.*