



STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **Field Project Focal Point (Shelter/NFI)** according to the Terms of Reference below. Interested applicants are invited to apply by **19.09.2018** 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-117/2018/S - BD1	Position Title:	Field Project Focal Point (Shelter/NFI)
Duty Station: Ukhia/Teknaf, Cox's Bazar, Bangladesh	Estimated Starting Date:	As soon as possible
Classification: G-5/01 (UN Salary Scale) Base Salary: BDT 102,489.33	Type of Appointment:	Special Short Term (Initially 3 months; with possibility of extension)

General Functions:

Under the direct supervision of the Programme Manager/Pillar Head and overall supervision of the Head of Sub Office (HSO) in Cox's Bazar and in coordination with the relevant unit the incumbent will assist the concern programme unit for implementation of the programme.

1. Perform as a field focal point of IOM Shelter/NFI projects, including shelter upgrade, shelter/DRR trainings, and construction of temporary facilities. Prepare first hand reports from field to inform internal/external reports and for necessary action.
2. Support IOM Shelter Technical Officer in delivering various field trainings to IOM staff and beneficiaries based on IOM Shelter/NFI programme strategy and the Shelter/NFI Sector guidelines.
3. Monitor activities of Shelter Mobile Teams, volunteers, and daily workers in need assessment, construction, shelter trainings/orientation/awareness raising sessions, in line with planned project timeline and set project objectives.
4. Maintain project records, such as need assessment forms, beneficiaries selection guideline, training attendance sheet, and assist in compiling documents required for project implementation.
5. Assist in preparation of design documents, Bill of Quantities (BoQs), and other technical documents necessary to implement IOM shelter/NFI programme.
6. Identify, collect and document the best practices and disseminate at appropriate levels.
7. Maintain programmatic relationship with community representatives, NGO partners, local government, and other relevant actors.
8. Monitor implementation partner's activities, including construction and shelter trainings. Follow up on reception of quality and timely updates on progress from implementing partner.
9. Undertake regular monitoring visits to project intervention areas and prepare subsequent monitoring reports.
10. Ensure use of feedback mechanism for beneficiaries through meetings, regular focus group discussions to assess impact and quality of activities.
11. Produce daily and weekly progress reports, provide accurate data analysis and related updates, and share with project manager without delay.
12. Perform other duties as required and assigned by the supervisor.

Education, Experience and Skills:

- Completed university degree from an accredited academic institution preferably in Disaster Management, Civil engineering, Architecture, Social Science, Sociology, Psychology or a related field from an accredited academic institution with three years of relevant professional experience.
- Field experience in emergency response (natural or human made disaster)

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

- Experience in emergency response programming for marginalised populations, including need assessment, data collection, monitoring and review.
- Knowledge of structures and functions of national and international humanitarian agencies, donors and organizations;
- Familiarity with the Emergency Response, Disaster Management and Disaster Risk Reduction in the region an advantage.
- Knowledge and training in local engineering concepts and field construction methodology.
- Experience of Auto CAD or other graphic software is an advantage.
- Experience in shelter/NFI programme, particularly distribution and beneficiary training is an advantage.

Method of Application:

Candidates with the required qualifications can apply through email by mentioning the reference code [SVN-117/2018/S-BD1: Field Project Focal Point \(Shelter/NFI\)](#) 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: www.iom.org.bd*
- (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.