IOM is looking for an **Operations Assistant** according to the Terms of Reference below. Interested applicants are invited to apply by **18.08.2019** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

**OPEN TO INTERNAL CANDIDATES ONLY**

**Reference Code:** SVN-70/2019/S - BD1  
**Position Title:** Operations Assistant  
**Duty Station:** Cox’s Bazar, Bangladesh  
**Estimated Starting Date:** As soon as possible  
**Classification:** G-5/01 (UN Salary Scale)  
**Type of Appointment:** Special Short Term (Initially 06 months; with possibility of extension)  
**Division/Unit:** NPM

**General Functions:**

Under the overall supervision of the Head of Humanitarian Assistance & Operations in Cox’s Bazar, Bangladesh and the direct supervision of the Needs and Population Monitoring (NPM) Coordinator and the Operation Officers, the successful candidate will be responsible for overseeing field staff, operations and activities of NPM implementation and of various activities or projects which may develop within the NPM unit.

The incumbent will be responsible to support the following activities:

1. Under the supervision of the Operations Officer, support in operational management of NPM field activities implementation including data collection, data cleaning, monitoring, and data verification activities.  
2. Identify capacity building opportunities; design, and facilitate trainings to all field staff to improve their capacity in mixed-methods data collections.  
3. Assist the Operations Officer in the coordination of the IOM NPM Field Office, including stock takes, procurement, logistics, sensitive data storage, safety, and security.  
4. Support the Operations Officers in the coordination of field assessment to gather timely information about displacement, population mobility, movement flows, and any other source of data required.  
5. Regularly report to Operation Officers on field activities progress, issues, and other information relevant with NPM field activities and implementation.  
6. Regularly monitor, propose, and implement all necessary modifications on relevant operational aspects in the field. Identify field level operational issues and offer sustainable solutions.  
7. Support programme implementation and overall management of the data collection team. Track progress, monitor deadlines, ensuring the timely gathering of data in a safe and secure manner.  
8. Implement field level data cleaning, verification, and validation activities, training staff on their structure and monitoring their results.  
9. Liaise with relevant authorities, UN agencies, NGOs, Government authorities, and other stakeholders on operational issues relevant to the field activities, and participate in relevant operational meetings in the field.  
10. Support the organization and deployment of NPM missions to the field, monitoring daily fleet movements and coordinating with drivers.  
11. Perform such other duties as may be assigned.
Education, Experience and Skills:

- Degree/Diploma in International Relations, Political Science, Communications, Information Management, Computer Science or a related field from an accredited academic institution with three years of relevant professional experience.
- Experience working in international organizations and the humanitarian community;
- Experience in relevant issues such as migration, displacement, and humanitarian assistance;
- Experience in project management and implementation;
- Experience in data collection and assessment operations;
- Strong computer background, including experience with Microsoft applications, spreadsheets, and word processing.

Method of Application:
Candidates with the required qualifications can apply through email by mentioning the reference code **SVN-70/2019/S-BD1: Operations 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.