



STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **Senior Operations and Program Assistant (NPM)** according to the Terms of Reference below. Interested applicants are invited to apply by **13.10.2018** 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-120/2018/S - BD1	Position Title:	Senior Operations and Program Assistant (NPM)
Duty Station: Cox's Bazar.	Estimated Starting Date:	As soon as possible
Classification: G-6/01 (UN Salary Scale)	Type of Appointment:	Special Short Term (Initially 3 months; with possibility of extension)

General Functions:

Under the general supervision of the Emergency Coordinator and the direct supervision of the relevant Programme Manager the incumbent will be required to work as a member of the department's program staff towards the successful implementation of the department's related projects in Cox's Bazar. The incumbent will be based in the IOM Sub Office located in Cox's Bazar.

The incumbent will be assigned to inter alia, the following tasks:

Program: Implementation, Procedures, Monitoring and Reporting

1. In collaboration with Program Support Unit, provide inputs and assist in new projects proposal preparation.
2. Maintain up-to-date knowledge of all IOM projects in the relevant department and manage information flows.
3. Prepare reports of project activities for internal and external users as requested by the Program Manager.
4. Coordinate and liaise with Program Officers on the progress projects implementation.
5. Assist the Program Manager in the monitoring of financial aspects of projects.
6. Maintain records of projects files and documents related to Procurement, HR and Finance.

Management, Finance and Procurement

7. Monitor stock levels of the department's prepositioned materials in Cox's Bazar and Sub-Offices.
8. Liaise with IOM Procurement and Logistics unit for the follow up of the procurement of materials and the delivery to the field offices in a timely manner.
9. Advise the Program Manager of any deviations from the plan and propose necessary adjustments.
10. General operations troubleshooting and problem solving.
11. In close coordination with the RMU, monitor of project budget and financial expenditures and all administrative procedures in line with the work-plan, alert the Program Manager on shortfalls and over-expenditures.
12. Process advance and payment requests and initiative corrective action when necessary.

Stakeholder Management, Coordination and Liaison

13. Support the coordination and management of communications.
14. Participate in meetings with UN agencies, NGO's and other Stakeholders as required

Training:

15. In coordination with the RMO, train the relevant department's staff on proper administrative procedures as per the mission and global SOPs.
16. In coordination with the RMO, train the relevant department's staff on the use of PRISM for monitoring of budgets.

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

Operations:

17. Support the operational management of NPM field activities implementation including data collection, monitoring, and data verification activities.
18. In coordination with the Operation Officer, supervise field assessment with multi-layered data collection techniques to gather timely information about displacement, population mobility, movement flows, and any other source of data required.
19. Under the guidance of the Operation Officers, supervise field staff and enumerators.
20. Under the guidance of the Operation Officer, supervise the data collection activities (qualitative and quantitative) aimed at integrating protection and gender perspectives into NPM exercises.
21. Prepare and organize appropriate trainings for the data collection team on issues related to NPM operations, including data collection methods and procedures on a regular basis.
22. Prepare and organize appropriate trainings for external stakeholders and actors in coordination with sectors' leads and sector IMs request.
23. Liaise in the fields with relevant authorities, UN agencies, NGOs, Government authorities, and other stakeholders on operational issues relevant to the field activities. Represent NPM at relevant operational meetings in the field.
24. Support the organization and deployment of NPM missions to the field. Organize the logistics for and procurement of NPM materials to ensure timely response.
25. Be responsible of the smooth running of operations and management of administration and logistics related to field teams recruitment, payments and deployment.

General Duties:

26. Any other related duties as may be assigned.

Education, Experience and Skills:

- University degree from an accredited academic institution preferably in administration, engineering, computer science, or any other relevant field with 5 years of working experience in humanitarian response or related field;
Or
- High School Degree/Certificate in the above field with seven years of relevant professional experience;
- Experience in Information Management, emergency humanitarian operations; management and coordination of information flows, data management including collection, storing, processing, and analyzing data to generate information products;
- Operational field experience required;
- Emergency experience and previous project implementation and management experience, including project monitoring and reporting an advantage;
- Project implementation and management experience, including project monitoring and reporting an advantage
- Experience with handling confidential data;
- Demonstrated team-building and information management skills;
- Demonstrated understanding of different data collection methodologies;
- Knowledge and understanding of relational data theory;
- Experience in advanced data visualization and information design skills.

Method of Application:

Candidates with the required qualifications can apply through email by mentioning the reference code [SVN-120/2018/S-BD1; Senior Operations and Program Assistant \(NPM\)](#) 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

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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.