



STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **Senior Program Support Assistant** according to the Terms of Reference below. Interested applicants are invited to apply by **17.10.2018** 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-125/2018/S - BD1	Position Title:	Senior Program Support Assistant
Duty Station: Cox's Bazar- Bangladesh	Estimated Starting Date:	As soon as possible
Classification: G-6/01 (UN Salary Scale)	Type of Appointment:	Special Short Term (Initially 03 months; with possibility of extension)

General Functions:

Under the general supervision of the ISCG Secretariat Manager 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 ISCG Office located in Cox's Bazar. In particular, the incumbent will:

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.

General Duties

17. Any other related duties as may be assigned.

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

Education, Experience and Skills:

- University degree from an accredited academic institution preferably in administration,, engineering, computer science, or any other relevant field;
- Four years of experience in humanitarian response or related field;
- 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.

Method of Application:

Candidates with the required qualifications can apply through email by mentioning the reference code [SVN-125/2018/S-BD1: Senior Program Support 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.