



STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **National Programme Officer (IBM)** according to the Terms of Reference below. Interested applicants are invited to apply by **26.02.2019** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Reference Code: VN-08/2019/S - BD1	Position Title:	National Programme Officer (IBM)
Duty Station: Dhaka, Bangladesh	Estimated Starting Date:	As soon as possible
Classification: NO-B/01 (UN Salary Scale)	Type of Appointment:	One Year Fixed Term (Initially 12 months; with possibility of extension)

General Functions:

Under overall supervision of the Deputy Chief of Mission and the direct supervision of the Programme Manager (IBM) and in close coordination with IBM team members in IOM Dhaka, RTS and relevant colleagues at the Regional Office and the relevant IOM missions, the successful candidate will be responsible for planning and implementation of project activities, monitoring and reporting of IBM programmes and projects to be implemented in Bangladesh.

1. Manage the regular and sequential implementation of IBM programmes of IOM Bangladesh in a timely manner, being responsible for the budgetary, administrative and technical oversight of the project in line with IOM's policies and guidelines as well as donor requirements.
2. Provide technical support to the border management agencies and departments of Government of Bangladesh in order to strengthen its capacity to create/strengthen an effective inter-sectoral coordination mechanism, particularly in relation to preparation of evidence-based situational analysis, development, adoption and realization of policies, legislations, action plans on IBM.
3. Provide advisory services and guidance to country border and migration authorities with the aim to support planning, designing and managing appropriate interventions related to IBM.
4. Work with the IBM Programme Manager and relevant IOM staff in country and regional office to ensure that Bangladesh immigration and border management context is properly reflected in regional/global projects, strategies and reports.
5. Serve as IBM programme liaison officer with governmental and other relevant stakeholders to further strengthen ties between the programme and the Government of Bangladesh.
6. Assist in the development and implementation of work plans, implementation of strategies, and expenditure plans to ensure timely implementation and achievement of IBM project activities and results.
7. Assist to coordinate activities performed by IBM programme staff, provide regular guidance and support for implementation of tasks to relevant colleagues working for the implementation of IBM projects,
8. Provide assistance in coordinating on-going and planned projects and activities of IBM programme through technical, monitoring, administrative and financial supervision ensuring the proper application of a monitoring system to track progress on programme results and indicators.
9. Provide proactive recommendations to the IBM Programme Manager and managers of other relevant programmes on ways to better plan and manage IBM programme and increase the efficiency of programming.
10. Support IBM Programme Manager in the planning, timely implementation, evaluation, reporting of the activities conducted under IBM programme.
11. Identify opportunities for joint programming with relevant UN agencies and coordinate the implementation of joint interventions under the area of responsibility.
12. Conduct field visits to supervise, coordinate and monitor field level activities of IBM portfolio.
13. Perform such other 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:

- Master's degree in Political or Social Sciences, Law, Business Administration, International Relations or a related field from an accredited academic institution with five years of relevant professional experience; or
- University degree in the above fields with seven years of relevant professional experience.
- Experience in border management (including border management technologies), travel and identity documents, biometric applications in identity management, and related areas;
- Knowledge on systems analysis and design of software applications, network and communication technologies, and database management for border management solutions;
- General knowledge on systems that collect and use biometric information, particularly photographs and fingerprints;
- Experience with planning and delivering end-user training, training on computer application and technology usage, and undertaking information systems support;
- Knowledge of IOM project financial management procedures and tools is an advantage;
- Experience in writing training plans, manuals, statements of works, standard operating procedures and detailed instructions;
- Experience on providing support to national efforts in training/capacity building, law enforcement, operations, border security and/or management is desired;
- A good understanding with MIDAS would be an advantage.

Method of Application:

Candidates with the required qualifications can apply through email by mentioning the reference code [VN-08/2019/S-BD1: National Programme Officer \(IBM\)](#) 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.