



# STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **National Programme Officer** according to the Terms of Reference below. Interested applicants are invited to apply by **15.07.2018** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

## OPEN TO INTERNAL AND EXTERNAL CANDIDATES

<b>Reference Code:</b> SVN-093/2018/S - BD1	<b>Position Title</b>	National Programme Officer
<b>Duty Station:</b> Dhaka, Bangladesh	<b>Estimated Starting Date:</b>	As soon as possible
<b>Classification:</b> NO-A/01 (UN Salary Scale) Base Salary: 218,966.00	<b>Type of Appointment:</b>	One Year Fixed Term

### General Functions:

Under the direct supervision of the Reintegration and Financial Literacy Officer of the Prottasha Project and overall supervision of the Programme Manager of the Prottasha Project, the successful candidate will be responsible and accountable for managing day to day implementation of interventions related to awareness raising and behavior change communication.

The incumbent will be assigned to the following tasks:

1. Support timely and efficient planning, implementation and monitoring of the awareness raising and behavior change and communication (BCC) programmatic, administrative and operational activities of the assigned project in coordination with the supervisor.
2. Provide technical guidance to implement the awareness raising and Behavior Change Communication pillar of the Prottasha project.
3. Participate in the development of a Behavioral Change Communication (BCC) and information strategy; coordinate appropriate audience, research and compile and analyze relevant data to further update the strategy; review and produce communication materials exploring the best practices and adapting to the local context. Disseminate communication materials to partners, stakeholders including beneficiaries to facilitate awareness raising and BCC initiatives, as well as fundraising initiatives.
4. Plan and implement communication and social mobilization activities – mobilize support and develop partnerships with community organizations, government partners and local as well as international media to raise level of community participation; create demand for regular migration service delivery and achieve behavioral change. Organize media visits to field sites as well as to cover important events, activities in the various locations of the projects sites utilizing print, broadcast and web media. Develop and maintain close collaboration with mass media, groups and organizations whose support is essential to the achievement of the information campaign objectives.
5. Facilitate the development and production of communication materials (e.g. drama, video, documentary films, Forum Theatre, radio programs, in coordination with the Communication unit.
6. Verify the production of the BCC materials adhere to the promotional and visibility strategy of IOM, donors and partners' visibility requirements during planning and implementation of program activities, in close coordination with the communication unit.
7. Plan and organize capacity building trainings and guidance to partners to implement the activities under the raise awareness component for the potential, returnee migrants and the communities.
8. Provide programmatic support to the Ministry of Expatriate Welfare and Overseas Employment (MoEWOE), maintain close collaboration and strengthen partnerships with relevant stakeholders while coordinating no duplication of efforts.

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**IOM Offices and vehicles have smoke-free work environment.**

9. Monitor the messages, use and effectiveness of media as well information campaigns and BCC materials. Timely disseminate communication materials to target audiences and participate in the evaluation of their impact and share results and findings. Maintain project related data, information and records of the activities and prepare and contribute to quarterly, interim and final project reports including information materials and other progress reports to donors on a regular basis.
10. Provide technical assistance to monitor the activities of implementing partner on a regular basis and take necessary measures to streamline the operations.
11. Contribute to the development of new project/ programme ideas and proposals for the Mission's engagement and coordination of promotional events, e.g. International Migrants' Day celebrations etc.
12. Organize press briefings, prepare briefing kits, and draft press releases, design brochures and other information materials for the local and media as appropriate. Monitor media coverage on irregular migration, assess the need for capacity building for partner media house.
13. Track project expenditures and assist the Resource Management Unit to prepare financial reports
14. Coordinate in the organization, logistics, finance, administration and coordination of meetings, workshops, seminars, trainings and conferences at the national level as well as regional events.
15. Undertake duty travel related to programme assessment, liaison with counterparts, problem solving and new programme developments, as required.
16. Train, guide and supervise project team and provide necessary support to enable them execute activities efficiently
17. Work closely with the policy and reintegration team and support as and when required.
18. Perform any other tasks that may be assigned by the supervisor.

### **Education, Experience and Skills:**

- Masters or Bachelor's degree, preferably in management, development studies, social sciences, international relations, public administration, migration studies, business administration, economics, mass communication or any other relevant field.
- Two years of project management experience preferably in the field of migration management or a combination of development and communication.
- Prior experience of working in UN agencies will be considered as an asset.
- Experience in managing EU funded projects will be an added advantage.
- Strong interpersonal and teamwork skills; courtesy, tact and the ability to establish and maintain effective working relationships with people of diverse cultural and national backgrounds;
- Well-developed skills in personal organization, priority setting, problem solving and writing; Strong client orientation and service approach with personal commitment, efficiency, flexibility, and drive for results.
- High degree of judgment and initiative; ability to work with a high degree of independence within assigned areas.

### **Method of Application:**

Candidates with the required qualifications can apply through email by mentioning the reference code [SVN-093/2018/S-BD1; National Programme Officer](#) in the subject line to: [DhakaJobs@iom.int](mailto: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](http://www.iom.org.bd)

*(iv) Scan copy of Photo*

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**

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## **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.