



# STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for an **Operations Coordinator** according to the Terms of Reference below. Interested applicants are invited to apply by **30.04.2019** 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>	VN-39/2019/S - BD1	<b>Position Title:</b>	Operations Coordinator
<b>Duty Station:</b>	Dhaka, Bangladesh	<b>Estimated Starting Date:</b>	As soon as possible
<b>Classification:</b>	G-7/01 (UN Salary Scale)	<b>Type of Appointment:</b>	One Year Fixed Term (Initially 12 Months with possibility of extension)
<b>Division/Unit:</b>	Operations		

### General Functions:

Under the direct supervision of the Deputy Chief of the Mission (Development) and overall supervision of the Chief of Mission, the successful candidate will be responsible for all Operations & Movement and Return & Reintegration Projects, primarily in the area of Assisted Voluntary Return and Reintegration (AVRR).

The incumbent will be assigned to the following tasks:

1. Daily supervision of all activities related to the Operations, AVRR, self-payer programmes, ensuring efficient and effective coordination and management of the Programmes and provide support in all aspects of Programme implementation.
2. Coordinate with Travel Agents, Airlines, Immigration and other different government authorities.
3. Maintain constant and daily oversight of all activities within the departmental programmes, identify and rectify any problems and risks that may affect programme delivery.
4. Coordinate and support for IOM emergency evacuations of Bangladeshi migrants stranded in other countries.
5. Ensure that staff and IOM sponsored and/or facilitated travels are organized as per IOM's movement protocol.
6. Coordinate for the implementation of AVR/R activities in coordination with other relevant departments.
7. Closely work with Migration and Development Department (M&D) for the implementation of reintegration programmes/activities.
8. Coordinate for the implementation and administration of returns of migrants from various host countries.
9. Coordinate with IOM Missions in host countries to provide information on return conditions.
10. Ensure and supervise timely updates of all programme databases or similar as per the programmes' requirements and maintain overall management of databases.
11. Coordinate different tracing activities particularly for unaccompanied migrants and victim of trafficking cases.
12. Coordinate Document Verification and Integrity Solutions carried out by the Mission on behalf of requesting governments.
13. Coordinate and supervise the operations/programme staff associated with different Operations and AVRR related tasks, in their daily activities, provide training of new staff as necessary and required.

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

14. Organize and provide training Amadeus, i-GATOR, MIMOSA, verification services (DVS) etc. to relevant staff.
15. Perform any other duties as required.

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

- University degree from an accredited academic institution preferably in Political or Social Science, Business Administration and/or Law.
- Minimum five years (or seven years for candidates holding a first level university degree) operational experience
- Experience in programme management, emergency operations and refugee and migration related issues.
- Languages -Thorough knowledge of English and Bangla

#### **Method of Application:**

Candidates with the required qualifications can apply through email by mentioning the reference code [VN-39/2019/S-BD1: Operations Coordinator](#) 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:*

<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.*