



STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **Project Assistant (Private Sector)** according to the Terms of Reference below. Interested applicants are invited to apply by **24.07.2018** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Reference Code: VN-100/2018/S - BD1	Position Title	Project Assistant (Private Sector)
Duty Station: Dhaka, Bangladesh	Estimated Starting Date:	As soon as possible
Classification: G-05/01 (UN Salary Scale) Base Salary: 102,489.33/Month	Type of Appointment:	One Year Fixed Term

General Functions:

Under the direct supervision of the National Programme Officer and overall guidance of the Deputy Chief of Mission (DCoM) in Bangladesh, the successful candidate will be responsible for assisting in the day to day project development, reporting and mission support activities in Bangladesh.

The incumbent will be assigned to the following tasks:

1. Provide overall support in developing ways of working with relevant Government Ministries & Departments, private sector, local partners, civil societies to maximise impact in achieving long term objectives of the project.
2. Assist in coordinating, communicating and liaising with the governmental counterparts, private sector and public organizations as well as contracted consultants for implementation of the projects.
3. Assist in establishing private sector engagement such as financial institutions, cooperatives and others.
4. Assist National Programme Associate (capacity building) in the efforts in awareness raising and capacity building of local government authorities NGO partners, community leaders to facilitate ownership and sustainability of the interventions.
5. Assist in organizing trainings to national NGO's community outreach facilitators to maintain consistency in terms of messaging on safe migration, reintegration and financial literacy;
6. Assist the Project Manager in the effective monitoring and tracking of progress in the field as per the project implementation plan/work plan.
7. Coordinate and organize different meetings/workshops, training, project related meetings/representations.
8. Complete PR for all relevant program activities and ensure proper quotation from vendors and follow up on any finance/admin related paperwork related to the Project.
9. Facilitate the organisation of meetings, workshops, events with the various stakeholders within the framework of the project
10. Take minutes of the meeting and keep track of those meetings for filing and reporting purposes.
11. Maintain project related files, documents, equipment and database etc.
12. Undertake field visit related to programme assessment, liaison with counterparts as per programme requirements.
13. Document and communicate project(s) experiences and lessons to contribute to overall project implementation as per donor requirement.
14. Undertake any other duties assigned by the Senior Management and Project Manager.

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:

- Completed university degree in Social Science, Development Studies, International Relations, Economics, Business Administration, Psychology or relevant field from an accredited institution.
- Three years' experience in implementation and/or monitoring of socio-economic development-oriented assistance programs for vulnerable groups with a Government or a non-government or international organization.
- Specific experience in areas of private sector engagement, financial literacy programmes, training capacity building, advocacy and migration is required.
- Experience in organizing consultation, workshops, seminar with high level stake holders.
- Prior Experience in working with UN Agencies, INGOs and NGOs is desirable.

Method of Application:

Candidates with the required qualifications can apply through email by mentioning the reference code [VN-100/2018/S-BD1: Project Assistant \(Private Sector\)](#) 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:*
www.iom.org.bd

(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.