



# STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **Project Assistant (Reintegration)** 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

<b>Reference Code:</b> VN-101/2018/S - BD1	<b>Position Title</b>	Project Assistant (Reintegration)
<b>Duty Station:</b> Dhaka, Bangladesh	<b>Estimated Starting Date:</b>	As soon as possible
<b>Classification:</b> G-05/01 (UN Salary Scale) Base Salary: 102,489.33/Month	<b>Type of Appointment:</b>	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. Support implementation of the project in close coordination with supervisor and relevant partners, Government authorities and units at the Ministry and mission in Bangladesh;
2. Assist in providing necessary technical support to the partner NGO(s) in providing reintegration support, including economic reintegration and financial literacy at field level to the returnees, their families and communities.
3. Engage directly with the migrants for necessary assistance and coordination as and when required.
4. Assist in the implementation of the Post arrival assistances, identity checking, and relevant documents in the reintegration process, in coordination with relevant governments and private institutions.
5. Assist in setting up and follow of up business plans implementation and monitoring return and reintegration programmes.
6. Support financial services to the returnees and partner's economic reintegration services.
7. Coordinate the collection of necessary data on project's activities to support reporting requirements of the project.
8. Assist in monitoring and track achievements as per the project implementation plan, work plan linked to project documents.
9. Provide status reports to the NPO and PM against the progress of the project.
10. Assist in coordinating, communicating and liaising with the government counterparts, private sector and public organizations as well as contracted consultants for implementation of the projects.
11. Facilitate the organisation of meetings, workshops, events with the various stakeholders within the framework of the project
12. 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
13. Maintain project related files, documents, equipment and database etc.
14. Take minutes of the meeting and keep track of those meetings for filing and reporting purposes.
15. Undertake field visit related to programme assessment, liaison with counterparts as per programme requirements.

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

16. In close coordination with the policy unit, support day to day activities as and when required.
17. Perform other duties as when assigned by the supervisor.

### **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.
- Minimum four years' experience in implementation and/or monitoring of psycho-social or socio-economic development-oriented assistance programs for vulnerable groups with a Government or a non-government or international organization.
- Specific experience in areas of livelihoods development, private sector engagement, reintegration, financial literacy programmes, 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-101/2018/S-BD1: Project Assistant \(Reintegration\)](#) 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*

### **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.*