



STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for **Project Assistants (Awareness Raising)** 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

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| Reference Code: VN-099/2018/S - BD1 | Position Title | Project Assistants (Awareness Raising) (Several positions) |
| 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. Assist in the baseline assessment to identify the capacity gaps of local government, community-based and civil society organization partners engaged in migration awareness raising interventions in Bangladesh.
2. Assist the development and implementation of the public awareness raising/ information campaign strategy; including coordinating the development, production and dissemination of IEC materials, the planning and implementation of participatory awareness raising and social mobilization activities in partnership with local CBOs and local government partners on safe and against irregular migration, financial literacy and remittance management among targeted local source communities.
3. Support in implementation of capacity building activities around financial literacy and remittance management in coordination with relevant stakeholders and implementing partners.
4. Support in capacity building efforts in awareness raising and capacity building of local government authorities particularly for District Employment Manpower Organisations (DEMOs), NGO partners, community leaders to ensure ownership and sustainability of the interventions.
5. Participate in the overall implementation, monitor and report on the progress of implementation of the plan; organizing project events such as sensitisation workshops, trainings, meetings among others.
6. Provide technical support in strengthening the implementation, monitoring and reporting capacity of local community level partners (including radio listener's groups, schools, youth centres, religious leaders, community leaders, refugee's community leaders etc.) to raise awareness among their respective beneficiaries.
7. Assist in the collection of information, preparation of information/fact sheets, and other visibility materials including press briefing notes to ensure the activities of the project are adequately publicized; Monitor media coverage of irregular and labor migration issues, ensure the coverage reaches or is circulated among relevant stakeholders.
8. Ensure proper documentation and filing of the capacity building components and financial literacy related activities of the project;

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

9. Undertake duty travels inside and outside of the country in support of Programme operations;
10. Cooperate and coordinate with relevant units and staff (both in IOM and relevant government Ministries) in the execution of Programme activities; ensure proper information channelling and exchange on Programme implementation;
11. Perform such other duties as may be assigned by your supervisor.

Education, Experience and Skills:

- Completed Bachelor degree from an accredited academic institution, preferably in Social Science, Public Administration, Economics, International Relation, Business Administration or a related discipline with relevant training and experience in outreach activities.
- At least 3 years professional experience in implementation and/or monitoring of information campaign programs with a Government, non-government or international organization.
- Excellent communication, networking and analytical skills, adequate knowledge of participatory learning and action.
- 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-099/2018/S-BD1: Project Assistant \(Awareness Raising\)](#) 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.