



STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **Senior Project Assistant (Capacity Development)** 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

Reference Code: VN-094/2018/S - BD1	Position Title	Senior Project Assistant (Capacity Development)
Duty Station: Dhaka, Bangladesh	Estimated Starting Date:	As soon as possible
Classification: G-07/01 (UN Salary Scale) Base Salary: 160,139.83	Type of Appointment:	One Year Fixed Term

General Functions:

Under the direct supervision of the Project Officer and overall supervision of the Programme Manager, the successful candidate will be responsible and accountable providing technical guidance and support to capacity building efforts for Government Institutions, Private Sector, NGO partners and other stakeholders.

The incumbent will be assigned to the following tasks:

1. Plan and implement the capacity building activities around financial literacy and remittance management in coordination with relevant stakeholders and implementing partners.
2. Review and support in developing financial literacy tool kit for the migrants' household and the community.
3. Organize capacity building workshops/trainings of local government authorities particularly for District Employment Manpower Organisations (DEMOs), functionality of Migration Resource Centers(MRCs), NGO partners, community leaders to ensure ownership and sustainability of the interventions;
4. Support establishment of private sector engagement such as financial institutions, cooperatives and others;
5. Coordinate the organization of trainings to national NGO's community outreach facilitators to maintain consistency in terms of messaging on safe migration, reintegration and financial literacy;
6. Ensure proper documentation and filing of the capacity building components and financial literacy related activities of the project;
7. Coordinate and organize Project events such as seminars/conferences, meetings, presentations, including the logistic;
8. Undertake duty travels inside and outside of the country in support of Programme operations;
9. Track project expenditures and assist the Resource Management Unit to prepare financial reports
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. Draft mid-term and final reports to donors.
12. Attend official meetings, appointments and travel, as well as make presentations upon the request of donors, government, and other international organizations on labour migration trends and challenges, and project activities results;
13. Contribute to project development by proposing project ideas, collecting information, draft concept papers and project proposals; design, review and communicate programme implementation plans, as required;
14. Supervise juniors working under your purview.

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

15. 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.
- Five years of work experience preferably in an international, non-profit environment; Experience in one of the organizations of the UN Common System and field experience are a distinct advantage.
- Five years of project management experience preferably training and capacity building.
- Prior experience of working in UN agencies will be considered as an asset.
- 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 [VN-094/2018/S-BD1; Senior Project Assistant \(Capacity Development\)](#) 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*

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.