



STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **Field Support Assistant (Site Development)** according to the Terms of Reference below. Interested applicants are invited to apply by **08 October 2022** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Reference Code:	SVN-35/2022/S - BD1	Position Title:	Field Support Assistant (Site Development) (Multiple Positions)
Duty Station:	Cox's Bazar, Bangladesh	Estimated Starting Date:	As soon as possible
Classification:	G-3 (UN Salary Scale)	Type of Appointment:	Special Short Term (Initially 6 Months)
Division/Unit:	Site Management Site Development (SMSD)		

General Functions:

Under the overall supervision of the Programme Coordinator (Site Development) and the direct supervision of the Senior Field Operations Assistant (Site Development), the incumbent will assist the concern programme unit for implementation of the programme.

Responsibilities and Accountabilities:

- Provide general assistance in the implementation of project on site and to support in delivering the quality outcomes as guided by project document and project implementation plan;
- Track implementation activities as per the project implementation plan and report any non-compliance to the supervisor.
- Collect necessary deliverables including project reporting, monitoring, and evaluating progress – daily, weekly, and monthly;
- Undertake measurement of the site works and mapping of works;
- Inspects work in progress and report any non-conformity to the supervisor.
- Take minutes of the meeting and keep track of those meetings for filing and reporting purposes;
- Perform maintenance of project related equipment and database etc. as assigned;
- Promote community participation and ownership through liaising with beneficiary communities.
- Be aware of any environmental hazards on site and report them immediately to the supervisor.
- Perform other duties as when assigned by the supervisor.

Education, Experience and Skills:

- Minimum higher secondary education (HSC). Technical college and or vocational / trade school education is an advantage; with three years of relevant professional experience.
- Experience in humanitarian emergencies;
- Demonstrated ability to supervise construction contractors; sub-contractors; and/or direct supervision of laborers at an operational level (site foreman functional responsibilities).

Method of Application:

External candidates:

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

Send the application to iombangladeshjobs_external@iom.int; the subject line should mention the reference code [SVN-35/2022/S - BD1; Field Support Assistant \(Site Development\)](#). [The following documents must be attached:](#)

- (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*

Internal candidates:

The PERN must be indicated in the *Personal History Form (PHF) for the reviewer to determine that it is an internal application.*

Applications are sent to iombangladeshjobs_internal@iom.int - the subject line should mention the reference code [SVN-35/2022/S - BD1; Field Support Assistant \(Site Development\)](#). [The following documents must be attached:](#)

- (i) *Application Letter/Cover Letter*
- (ii) *Curriculum Vitae*
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- (iv) *Scan copy of Photo*

APPLICATION WITHOUT PROPER REFERENCE CODE MENTIONED ABOVE AND INCOMPLETE APPLICATION WILL BE DISREGARDED

Any attempt for persuasion will be considered as a disqualification

Due to volume of applications received, only short-listed candidates will be called for further 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.