



STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **National PSEA Officer** according to the Terms of Reference below. Interested applicants are invited to apply by **22.08.2022** 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-15/2022/S - BD1	Position Title:	National PSEA Officer
Duty Station:	Cox's Bazar, Bangladesh	Estimated Starting Date:	As soon as possible
Classification:	NO-A (UN Salary Scale)	Type of Appointment:	Special Short Term (Initially 6 Months)
Division/Unit:	Protection		

General Functions:

Under the overall guidance of the IOM Chief of Mission, the direct supervision of the Deputy Chief of Mission (Emergencies) in close collaboration with the PSEA Focal Points, Respectful Work Place Focal Points, interagency PSEA Network Coordinator and relevant technical experts and managers, the incumbent will be responsible for supporting and facilitating the technical oversight and day-to-day management of IOM's Protection from Sexual Exploitation and Abuse and Harassment (PSEAH) activities in Bangladesh. The Project Officer (PSEA) will need to support the implementation PSEA activities in direct coordination with the Chief of Mission, both internally and as an active member of the interagency PSEA Network. While the incumbent will drive the PSEAH agenda within the Country Office and support PSEAH within programming, accountability for PSEA remains with the Chief of Mission and Deputy Chief of Mission.

The incumbent will be requested to perform the following tasks:

PSEA COORDINATION:

- Provide inputs for the development of an operational PSEA Work Plan for IOM Cox's Bazar, in line with IOM's PSEA Strategy, the IASC's PSEA Minimum Operating Standards (MOS), and the UNCT country level framework and work plan, through strategic workshops with IOM Heads of Units and other senior management at the country and programmatic levels, as assigned; Assist the Deputy Chief of Mission (Emergencies) in ensuring the resulting work plan is detailed and operational with clear actions, roles and responsibilities to deliver on the actions, timeframes, technical and resource requirements, and internal reporting requirements.
- Provide technical inputs for the inclusion of PSEA within IOM Country Office Strategy, programming, risk mitigation and management, planning, reporting, monitoring and evaluation and budgeting; Contribute to the development of PSEA programming and liaison with relevant donors, as assigned.
- Actively participate to the in-country interagency PSEA Network (support in the development of the collective PSEA workplan, risk management plan, PSEA Strategies, etc.), as well as actively participate within IOM internal and other interagency PSEA communication and coordination initiatives.
- Participate and provide inputs to the PSEA Network to develop Standard Operating Procedures (SOP) , and establish an inter-agency Community-Based Complaint Mechanism, incorporating existing IOM complaint and feedback mechanisms (CFM) and in line with PSEA and GBV good practice ;
- Participate and provide technical assistance in the establishment of an inter-agency community-based complaints mechanism (in coordination with the Accountability to Affected Populations Unit in HQ), in

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coordination with the interagency PSEA Network, programme managers and relevant IOM units, as well as with communities and implementing partners, as appropriate;

- In close coordination with the Deputy Chief of Mission (Emergencies) and relevant colleagues, work closely with Focal Points at the IOM Regional Office in Bangkok and HQ to check that IOM Bangladesh prevention, mitigation and response mechanisms are in line with IOM's global PSEA Strategy;
- Provide specific assistance to IOM Teams, programmes and units to ensure the mitigation of SEA risks are developed, embedded and strengthened within all IOM programming and within HR practices; and,
- At all possible opportunities (during relevant trainings, in staff and programme meetings, through newsletters, in email messages, etc) continually share key messages on PSEA, including mandatory reporting requirements within the Country Office and programming, in close coordination with the Deputy Chief of Mission (Emergencies) and relevant colleagues.

PREVENTION:

- Analyze, compile and draft specific country-wide SEA risk assessment report to identify locations and programmes with the highest SEA risk; Check that the appropriate mitigation and response strategies within IOM programming and operations.
- Participate in the development of a training plan and coordinate the delivery and organization of PSEA trainings for IOM staff and related personnel, implementing partners, key institutional stakeholders; Support the work of identified PSEA Focal Points within Country to deliver key messaging and trainings as appropriate.
- On a yearly basis, provide an update on the number of staff, non-staff trained, contractors, implementing partners, and service providers trained in the Country Office on PSEA, in an effort to track compliance and facilitate the management of training delivery and refresher courses, in coordination with HR. Support the registration of all participants (staff and non-staff) within the IOM system and the delivery of certificates;
- Participate to the development of communication and awareness-raising strategies and tools to ensure appropriate PSEA messaging and knowledge on prohibited behaviors as well as how to report allegations of misconduct, including SEA within communities and amongst beneficiaries; facilitate the localization of SEA messaging; and,
- Map existing community engagement projects in Country Office and work with project leads to insert PSEA messages and/or gather community input where appropriate.

RESPONSE:

- Participate and provide inputs for the development of PSEA proposals and support the mainstreaming of PSEA within IOM programming; coordinate closely with institutional partners, governments, donors, and communities on PSEA needs and responses, as assigned.
- Support the development and provide inputs to reporting on PSEA and communication to highlight IOM's PSEA work within programming.
- Provide inputs for the development and mapping of Country-specific interagency victim assistance pathways and/or existing IOM programmes to refer victims for assistance and other support services.
- Coordinate referrals for victim assistance in coordination with gender-based violence and/or protection colleagues and support the strengthening of victim services within country and/or programming;
- Undertake duty travel as required; and,
- Perform any other duties as may be assigned.

Education, Experience and Skills:

- Master's degree in Law, International Relations, Psychology, Social Sciences, Development Studies and Planning or a related field from an accredited academic institution; or,
- University degree in the above fields with two years of relevant professional experience.
- Experience in the fields of sexual exploitation and abuse, protection, child protection, gender-based violence, accountability to affected populations (AAP), gender mainstreaming and/or humanitarian affairs;

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- Coordination experience within the UN system and amongst interagency partners, including governments, NGOs, and communities;
- Experience in organizing and facilitating PSEA trainings, in particular capacity-building, and communication materials to promote behavior change;
- Experience undertaking PSEA risk assessments, in coordination with communities, partners, and UN and other key stakeholders;
- Demonstrated ability to work across a wide variety of sectors/teams on cross-cutting themes;
- Good written and oral communication skills, effective in representation and liaison with external partners;
- Experience in policy and proposal development and the creation of standard operating procedures and tools; and,
- Ability to organize work, work independently and prioritize work under pressure, coordinate multiple tasks, maintain attention to detail, and coordination with a variety of stakeholders.
- Knowledge and understanding of IOM's institutional approach on PSEA and related strategies, policies, rules and regulations;
- Knowledge of the UN system and architecture;
- Knowledge of mainstreaming best practices and partnership models to ensure coordination of the same across a diversified range of actors; and,
- Ability to work with and maintain strict confidentiality, when necessary.

Method of Application:

Candidates with the required qualifications can apply through email by mentioning the reference code [SVN-15/2022/S - BD1; National PSEA Officer](#) 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:**

<https://bangladesh.iom.int>

(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.