



# STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for **Field Support Assistant** according to the Terms of Reference below. Interested applicants are invited to apply by **31 March 2024** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

## OPEN TO INTERNAL & EXTERNAL CANDIDATES

<b>Reference Code:</b>	SVN-14/2024/S-BD1	<b>Position Title:</b>	Field Support Assistant
<b>Duty Station:</b>	Cox Bazaar, Bangladesh	<b>Estimated Starting Date:</b>	As soon as possible
<b>Classification:</b>	G-3 (UN Salary Scale)	<b>Type of Appointment:</b>	Special Short Term (Initially 06 Months with possibility of extension)
<b>Unit:</b>	Site Management & Site Development		

### General Functions:

Under the direct supervision of the Programme Manager/Pillar Head and overall supervision of the Head of Sub Office (HSO) in Cox's Bazar and in coordination with the relevant unit the incumbent will assist the concern programme unit for implementation of the programme.

### Responsibilities and Accountabilities:

1. Provide general assistance in the implementation of project on site and to support in delivering the quality outcomes as guided by the supervisor.
2. Track achievements as per the project implementation plan, work plan and report any non-compliance to the supervisor.
3. Collect necessary deliverable including project reporting, monitoring and evaluating progress – daily, weekly, and monthly.
4. Support measurement of the site works and mapping of works.
5. Inspect work in progress and report any non-conformity to the supervisor.
6. Perform maintenance of project related equipment and database etc. as assigned.
7. Identify risks in the project, including security risks, in consultation with the Field Operations Assistant
8. Complete purchase requests for all relevant project activities and ensure proper quotation from vendors and follow up on any finance/admin related paperwork related to the project;
9. Take minutes of the meeting and keep track of those meetings for filing and reporting purposes;
10. Promote community participation and ownership through liaising with beneficiary communities and supporting community engagement ;
11. Perform other duties as when assigned by the supervisor.

### Education, Experience, Skills and Language:

- Bachelor's degree with one year of relevant professional experience;
- Minimum higher secondary education (HSC). Technical college and or vocational / trade school education is an advantage; or 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).

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

- Basic IT and communication skills and knowledge in operating GPS (global positioning systems) using mobile phone and or laptop (tablets) computer;
- Basic knowledge and skills in site planning for emergency response is an added advantage;
- Fluency in Bangla and English is required.
- Working knowledge of local language of Rohingya Refugees (Rakhine State) is advantageous.

### **Method of Application:**

#### **External candidates:**

Send the application to [IOMBangladeshJobs\\_External@iom.int](mailto:IOMBangladeshJobs_External@iom.int); the subject line should mention the reference code [SVN-14/2024/S-BD1; Field Support Assistant](#). [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](mailto:IOMBangladeshJobs_Internal@iom.int); the subject line should mention the reference code [SVN-14/2024/S-BD1; Field Support Assistant](#). [The following documents must be attached:](#)

- (v) *Application Letter/Cover Letter*
- (vi) *Curriculum Vitae*
- (vii) *Personal History Form (PHF) which can be downloaded from the IOM Dhaka website:*  
<https://bangladesh.iom.int>
- (viii) *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.*