IOM is looking for a **Senior Programme Assistant (Reporting & CBI)** according to the Terms of Reference below. Interested applicants are invited to apply by **02 May 2023** 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-41/2023/S - BD1	**Position Title:**	Senior Programme Assistant (Reporting & CBI)
Duty Station:	Cox's Bazar, Bangladesh	**Estimated Starting Date:**	As soon as possible
Classification:	G-7 (UN Salary Scale)	**Type of Appointment:**	Special Short Term (Initially 6 Months)
Division/Unit:	Programme Support Unit (PSU)		

General Functions:

Under the direct supervision of the Information Management Officer and overall supervision of the Programme Coordinator of the Programme Support Unit and in close coordination with the Deputy Chief of Mission and Head Head of Operations and Humanitarian Assistance the Senior Programme Assistant will assist with the functions of the Programme Support Unit related project development and reporting and delivery of Cash-Based Interventions (CBI) for Cox's Bazar, Bangladesh.

Responsibilities and Accountabilities:

Project Development and Reporting

1. Support the development of new programmes/projects by preparing background documents and collecting and analyzing information.

2. Consolidate and analyze data on project implementation and indicators and prepare interim and final donor reports as well as CO, regional and Headquarters (HQ) periodic and activity-specific reports, as required, in coordination with Program Units.

3. Support donor contract management through coordinating the administrative and financial aspects of new and ongoing projects, including activation, processing, endorsement, records-keeping and submissions in line with specific IOM internal requirements and procedures; liaise with the Grants and the Office of Legal Affairs (LEG) units on contract obligations with external partners, including implementing partners.

4. Assist in coordinating the compilation of reports and papers on IOM strategic approaches and priorities for internal and external distribution.

5. Keep accurate and pertinent records of all correspondence, reporting files and administration information including through the proper utilization of the SharePoint and PRIMA.

6. Organize and undertake visits to view project sites and meet beneficiaries to verify that progress is made in the achievement of project objectives.

7. Perform such other duties as may be assigned.

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

Cash-Based Interventions

1. Support the delivery and reporting of cash-based programme interventions in Cox's Bazar and support programme teams on integrating Cash-Based Interventions (CBI) into operational plans.

2. Participate actively in the development and implementation of the Standard Operating Procedures (SOP) for CBI to inform and support project planning, design and implementation, considering the local context, and available technologies in line with IOM's policies and procedures for CBI programming.

3. Lead the implementation of needs assessments to inform the selection, design and implementation of appropriate cash modalities and methodologies.

4. Design and provide training and technical guidance to programme staff involved in the planning and management of CBI programming.

5. Ensure and oversee the regular monitoring, consolidation, analysis and sharing of relevant data with corresponding programme teams and Cash focal persons to ensure adherence to relevant SOPs, policies and guidelines and to highlight any needs for improvement including the financial service provider (FSP).

6. Support Monitoring and Evaluation (M&E) and programme development and reporting offices to ensure that relevant information in Results Matrix frameworks for CBI are systematically being collected and analysed in a manner that will help to determine efficiency and effectiveness of CBI delivery, as well as the appropriateness of the transfer modality choice.

7. Participate in technical working groups and other meetings related to CBI and support in liaising with United Nations (UN) agencies, Non-Governmental Organizations (NGOs) and other stakeholders engaged in CBI activities.

8. Facilitate protection mainstreaming and streamlining of cross-cutting issues (e.g. Accountability to Affected Populations (AAP) across cash activities.

9. Perform such other duties as may be assigned.

Education, Experience and Skills:

- University degree from an accredited academic institution preferably in administration, engineering, computer science, or any other relevant field, and five years of relevant experience in humanitarian response.

- Previous experience working in an international organization and knowledge of the UN is essential;

- Strong experience in project reporting and donor relations, project monitoring and evaluation required along with the experience in coordination and liaison with concern internal programme units;

- Experience in humanitarian programmes for refugees and internally displaced persons;

- Minimum 2 years-experience in emergency programme implementation focused on cash and in-kind distributions (assessments, distributions, monitoring);

Technical
- Effectively applies knowledge of CBI programming in execution of responsibilities at the programmatic and mission-level;

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

- Demonstrated expertise and thorough knowledge on the practical application of the Global, Regional and Local CBI practices;
- Organizing trainings and develop materials for all stakeholders geared at building local capacity;
- Effective working knowledge of Microsoft applications, most notably Excel.

Accountability
- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

Client Orientation
- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries

Communication
- Clearly communicates, and listens to feedback on, changing priorities and procedures;
- Writes clearly and effectively, adapting wording and style to the intended audience;
- Listens effectively and communicates clearly, adapting delivery to the audience.

Creativity and Initiative
- Actively seeks new ways of improving programmes or services;
- Expands responsibilities while maintaining existing ones;
- Persuades others to consider new ideas;
- Proactively develops new ways to resolve problems.

Leadership and Negotiation
- Actively identifies opportunities for and promotes organizational change;
- Presents goals as shared interests;
- Articulates vision to motivate colleagues and follows through with commitments.

Planning and Organizing
- Sets clear and achievable goals consistent with agreed priorities for self and others.
- Identifies priority activities and assignments for self and others.
- Organizes and documents work to allow for planned and unplanned handovers.
- Identifies risks and makes contingency plans.
- Adjusts priorities and plans to achieve goals.
- Allocates appropriate time and resources for own work and that of team members.

Professionalism
- Master's subject matter related to responsibilities;
- Identifies issues, opportunities, and risks central to responsibilities;
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation;
- Persistent, calm, and polite in the face of challenges and stress;
- Treats all colleagues with respect and dignity;
- Works effectively with people from different cultures by adapting to relevant cultural contexts;
- Knowledgeable about and promotes IOM core mandate and migration solutions.

Teamwork
- Actively contributes to an effective, collegial, and agreeable team environment;
- Contributes to, and follows team objectives;
- Seeks input and feedback from others;
- Delegates tasks and responsibilities as appropriate;

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

- Actively supports and implements final group decisions;
- Takes joint responsibility for team's work.

Method of Application:

External candidates:

Send the application to iombangladeshjobs_external@iom.int; the subject line should mention the reference code **SVN-41/2023/S - BD1; Senior Programme Assistant (Reporting & CBI).** 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-41/2023/S - BD1; Senior Programme Assistant (Reporting & CBI).** 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

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.

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