



STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for **Programme Assistants** according to the Terms of Reference below. Interested applicants are invited to apply by **10.05.2023** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

OPEN TO INTERNAL & EXTERNAL CANDIDATES

Reference Code:	SVN-45/2023/S – BD1	Position Title:	Programme Assistant (Multiple positions)
Duty Station:	Dhaka, Bangladesh	Estimated Starting Date:	As soon as possible
Classification:	G-4 (UN Salary Scale)	Type of Appointment:	Special Short Term (Initially 06 Months with possibility of extension)
Unit:	Migration Policy and Sustainable Development (MPSD)		

General Functions:

Under the direct supervision of the Head, Migration Policy and Sustainable Development Unit and overall supervision of the Deputy Chief of Mission (Development), also in close coordination with the National Programme Officers, the successful candidate will be responsible for coordinating the implementation of the specified activities under Migration Policy and Sustainable Development Unit. The incumbent will be requested to perform the following tasks:

Responsibilities and Accountabilities:

1. Provide overall day-to-day administrative and logistical support to implement various projects under MPSD Unit.
2. Provide administrative assistance in coordinating and organizing different meetings, workshops, and trainings.
3. Prepare notes for file, meeting notes for record keeping of various meetings, workshops, and related events under the unit.
4. Prepare presentations, talking points and meeting minutes as requested.
5. Communicate and coordinate with procurement and finance unit to ensure payments of vendors, consultants, and service providers.
6. Assist in documentation of project(s) experiences and lessons to contribute to overall project implementation as per donor requirement.
7. Keep a record and organize all finance and procurement documents submitted, as well as any other documents supporting MPSD projects implementation (i.e., project reports, correspondence with / from national authorities, note for files, etc.).
8. Comply with relevant IOM policies, especially on Data Protection and Information and Communications Technology (ICT) standards on data and information security.
9. Undertake any other duties assigned by the Senior Management, Head of the Unit and National Programme Officers.
10. Undertake field visit related to programme.

Education, Experience and Skills:

- University degree in social sciences, migration studies, data science, information management, law, political science, or related field.
- At least 2 years of relevant experience in project related admin and logistics support.
- Robust knowledge and experience in EXCEL and other database software is an added advantage.

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

- Knowledge of UN system would be an advantage.
- For all applicants, fluency in English is required. is required (oral and written)

Method of Application:

External candidates:

Send the application to IOMBangladeshJobs_External@iom.int ; the subject line should mention the reference code [SVN-45/2023/S – BD1: Programme 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- the subject line should mention the reference code [SVN-45/2023/S – BD1: Programme 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 attempts for persuasion will be considered as a disqualification.

Due to the 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.