



# STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for **Project Assistant (Migrant Protection)** according to the Terms of Reference below. Interested applicants are invited to apply by **07 September 2023** 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-66/2023/S-BD1             | <b>Position Title:</b>          | Project Assistant (Migrant Protection) |
| <b>Duty Station:</b>   | Dhaka, Bangladesh             | <b>Estimated Starting Date:</b> | As soon as possible                    |
| <b>Classification:</b> | G5                            | <b>Type of Appointment:</b>     | Special Sort Term                      |
| <b>Unit:</b>           | Migrant Protection (PxD) Unit |                                 |  |

### General Functions:

Since the inception of IOM in 1951, Movement Operations have been and continue to be a fundamental pillar of the Organization's work. The organized movement of persons in need of international migration assistance is a primary mandate of the Organization and a cornerstone of IOM's operations. This mandate has resulted in the international transport of more than 15 million migrants and refugees worldwide. Movement Operations departments in various IOM missions, coordinated under the division of Resettlement and Movement Management (RMM) in the Department of Operations and Emergencies (DOE) at IOM's Geneva Headquarters, are responsible for all aspects of travel for migrants and refugees under IOM's auspices, in accordance with the various framework agreements with resettlement and receiving Governments and partners across the spectrum of the Organization's programmes.

Under the direct supervision of the Head of Migrant Protection (PxD) Unit and overall supervision of the Deputy Chief of Mission, the successful candidate will be responsible for supporting day to day implementation of activities of the protection unit particularly 'Australian Government Anti-People Smuggling Communication Campaign' project:

### Responsibilities and Accountabilities:

1. Assist in implementing awareness-raising, outreach, and community-based communications interventions
2. Support the PxD unit in organizing the implementation of PxD projects in a timely manner, including the budgetary, administrative and technical aspects of the projects as necessary, in line with IOM's policies and guidelines as well as donor requirements
3. Assist in developing targeted communications and outreach materials (IEC, BCC Materials) on safe and regular migration, Human Trafficking and Smuggling
4. Communicate with relevant units and staff (both within IOM and within relevant government offices) in the execution of project activities and maintain proper information channeling and exchange on project implementation.
5. Assist to organize meetings, workshops, events with the various stakeholders within the framework of the project
6. Assist with the collection of migration data, information, materials, and knowledge products in order to promote information sharing, support evidence-based policies, and practices, and raise awareness in collaboration with relevant stakeholders.

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

7. Assist in monitoring of the planned project activities, compiling and drafting reports for submission to the donor.
8. Draft reports and other project related documents, including contributing to donor reports and preparing meeting minutes and notes on activity status.
9. Conduct duty travel within the country to support project operations.
10. Perform other duties as may be assigned by your supervisor and relevant colleagues.

### **Education:**

- Bachelor's degree in Social Science, Public Administration, Economics, International Relations, or a related field with at least three years of relevant professional experience, preferably in project implementation, or,
- High School diploma with at least five years of relevant professional experience, preferably in project implementation.

### **Experience:**

- At least 4 years of professional experience (or 5 years for candidates with school diploma) with a government, non-government, or international organization in the implementation and/or support of implementation of development projects.
- Prior working experience with UN agencies, INGOs, and NGOs is desired.
- Experience in developing and maintaining partnerships with government counterparts, UN agencies, donors.

### **Skills:**

- Good knowledge of Human Rights and Protection; Knowledge of Counter-Trafficking is an advantage.
- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization:
  - Adequate knowledge of participatory learning and action.
  - A team player with excellent organizational and problem-solving abilities
  - Intellectual acuity, attention to detail, and analytical abilities.

### **Language:**

Required to be proficient in English and Bangla.

### **DESIRABLE**

Any other UN language.

### **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-66/2023/S-BD1; Project Assistant \(Migrant Protection\)](#). [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.**

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(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.*