



STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **CwC Field Mobilizer** according to the Terms of Reference below. Interested applicants are invited to apply by **12.01.2022** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

OPEN TO INTERNAL CANDIDATES ONLY

Reference Code: SVN-070/2021/S - BD1	Position Title:	CwC Field Mobilizer
Duty Station: Cox's Bazar, Bangladesh	Estimated Starting Date:	As soon as possible
Classification: G-03 (UN Salary Scale)	Type of Appointment:	Special Short Term (Initially 6 months)
Division/Unit: Communications with Communities (CWC)		

General Functions:

Under the overall supervision of the CWC (Research & Consultations) Technical Officer (within the Protection unit) and the direct supervision of the Senior CwC Assistant, the CwC Field Mobilizer will be responsible and accountable for:

1. Assist the Senior CwC Assistant in promoting the participation in site level activities of all refugee community sub-groups, with a specific focus on those groups generally facing additional barriers such as women & girls as well as people with disabilities.
2. Facilitate community meetings and other form of participatory approaches such as volunteering or cash for work in relation to site level care and maintenance activities, focus group discussions, key informant interviews and safety audit/mapping. Produce relevant documentation (attendance sheet, agenda, meeting minutes in English, Bangali and local language as required).
3. Assist in supporting consultative process and research works of CwC team, including conducting FGDs and Key Informant Interviews.
4. Assist in mapping basis community groups, refugee governance structures, population representatives and other community leaders in the camp on a regular.
5. Assist in briefing, coaching, and monitoring Protection and CwC volunteers and field staff on relevant community engagement and consultations.
6. Support the dissemination of messages, channel mapping, and other content creation activities of the CwC programming team.
7. Assist in management and operation of routine procedures related to the operation of engagement programs and community-led activities; this includes supporting related administration processes such as preparation of PRs and stock used in the implementation of CwC activities.
8. Support in preparing reports with relevant numbers on CwC indicators for review. Ensure accuracy of data collection and coordination from different CwC staff across different camps.
9. Any other duties as may be assigned by the supervisor.

Education, Experience and Skills:

- Secondary School diploma with three years of relevant experience Or
- Bachelor's degree in International Relations, Anthropology, Linguistics, Political Science, or related fields.

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

- Experience with a humanitarian organization is a plus, and particularly experience in the field of communication.
- Experience with facilitation, trainings and related CwC works and activities (message dissemination activities, focus group discussions, consultations, key informant interviews).
- Good communication skill, organizational and reporting skills.
- Excellent knowledge of Microsoft Office, in particular Microsoft Word and Excel.
- Ability to learn quickly.
- Excellent knowledge of the IOM project management cycle.
- Good knowledge of UN and bilateral donor programming.
- Ability to write and speak clearly and concisely in English.
- Strong computer skills.
- Proven representation skills, such as speaking at meetings and providing situational analysis.

Method of Application:

Candidates with the required qualifications can apply through email by mentioning the reference code [SVN-70/2021/S-BD1: CwC Field Mobilizer](#) 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: www.iom.org.bd

(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.