



STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **Field Assistant (Shelter/NFI)** according to the Terms of Reference below. Interested applicants are invited to apply by **20.11.2023** 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-81/2023/S - BD1	Position Title:	Field Assistant (Shelter/NFI)
Duty Station:	Cox's Bazar, Bangladesh	Estimated Starting Date:	As soon as possible
Classification:	G-3 (UN Salary Scale)	Type of Appointment:	Special Short Term (Initially 6 Months)
Division/Unit:	Shelter/NFI		

General Functions:

Under the direct supervision of a Senior Project Assistant or an International Programme and Project Officers of the Shelter/Non-Food Items (NFI) Unit the successful candidate will implement activities related to data collection, distribution, community mobilization, shelter technical follow up, fire safety, safe use of LPG related equipment and supervising cash for work activities in Cox's Bazar.

- Assist in the implementation of the IOM Shelter/NFI programme with a focus on the data collection, distribution, community mobilization, shelter technical follow up, fire safety, safe use of LPG related equipment and guiding and following up on cash for work activities in the field.
- Assist in needs/gap assessment, distribution of tokens/dissemination of Shelter /NFI-related messaging to beneficiaries (i.e., in advance of the distribution/training, set up venues and training logistics), and crowd control with security measures including Covid-19 protocols.
- Assist in providing technical support and guidance to households in implementing Shelter/NFI activities in coordination with the field team by visiting beneficiaries' shelter door-to-door.
- Collect and document the best practices through surveys, focus group discussions and key informants' interviews.
- Collect accurate and updated data on the progress of the programmes and produce daily and weekly reports and other ad-hoc updates as required.
- Support coordination in camps during project implementation, including suppliers, Site Management and Site Development, Protection, Water, Sanitation and Hygiene related actors, as well as with government entities.
- Support in organizing field level meetings and workshops for staff as well as conducting specific training and orientation for the implementation of Shelter/NFI activities for beneficiaries.
- Provide general guidance to third-party/cash for work personnel in the implementation of the above-mentioned activities in accordance with the programmes' guiding documents and instructions.
- Perform other duties as required and assigned.

Education, Experience and Skills:

- High school diploma with three years of relevant experience; or,
- Bachelor's degree in political or social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law, Engineering/Architecture, or related fields from an accredited academic institution with one year of relevant professional experience.
- Experience in Shelter/NFI response programming, needs assessment, data collection, community mobilization, fire safety, distribution, training, shelter upgrade guidance, monitoring and review.
- Experience in Shelter/NFI programmes, particularly shelter technical supervision, distribution, training, community mobilization, and sensitization is an advantage.
- Prior work experience with international humanitarian organizations, non-government, or government institutions/organizations in a multi-cultural setting is an advantage.
- In-depth knowledge of distribution (Shelter/NFI materials), community mobilization and sensitization activities, training on shelter DRR, fire safety, and security on safe cooking measures, technical guidance/follow-up.
- Knowledge of Microsoft Office applications.
- Knowledge on the use of IT gadgets, KOBO and SCOPE platform.

Method of Application:

External candidates:

Send the application to IOMBangladeshJobs_External@iom.int ; the subject line should mention the reference code [SVN-81/2023/S-BD1; Field Assistant \(Shelter/NFI\)](#). [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-81/2023/S-BD1; Field Assistant \(Shelter/NFI\)](#). [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

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

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.