



# STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **National Programme Officer (Partnership and Capacity Building)** according to the Terms of Reference below. Interested applicants are invited to apply by **14.08.2022** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

## OPEN TO INTERNAL AND EXTERNAL CANDIDATES

<b>Reference Code:</b>	SVN-014/2022/S - BD1	<b>Position Title:</b>	National Programme Officer (Partnership and Capacity Building)
<b>Duty Station:</b>	Dhaka, Bangladesh	<b>Estimated Starting Date:</b>	As soon as possible
<b>Classification:</b>	Ungraded (UG-99)	<b>Type of Appointment:</b>	Special Short Term (09 months, with possibility of extension)
<b>Division/Unit:</b>	Migration & Development Unit		

### General Functions:

Under the direct supervision of the Head, Migration and Development Unit and overall supervision of the Senior Programme Manager/Deputy Chief of Mission (Development), the successful candidate will be responsible and accountable for fostering partnerships and managing capacity enhancement activities for better migration service delivery mechanism. The position will mainly support and oversee a project titled "Strengthening Capacity of the Operational Management of Ministry of Expatriates' Welfare and Overseas Workers (MoEWOE) to deliver Gender Responsive Integrated Services for Safe Regular Migration and Welfare of the Migrants' Returnees and Communities". In particular he/she will:

### Responsibilities and accountabilities:

1. Ensure timely and efficient planning and implementation of the programmatic, administrative, and operational activities of the assigned projects in coordination with the supervisor.
2. Develop and implement capacity building plan for different stakeholders for better migration service delivery mechanism
3. Enhance the partnership of IOM Bangladesh with a diverse set of stakeholders including relevant ministries of the Government of Bangladesh, INGOs, National and Local NGOs, academia and the private sectors.
4. Undertake programmatic liaising and maintain close collaboration with relevant stakeholders such as Government entities at all levels, national NGOs, INGOs, etc. to enhance programme effectiveness.
5. Maintain programme related data, information and records of the activities and prepare the interim and final project reports.
6. Contribute to the development of new project/ programme ideas and proposals to expand programme portfolio of the Mission.
7. Coordinate in the organization, logistics, finance, administration and coordination of meetings, workshops, seminars, trainings, and conferences at the national level as well as regional events.
8. Undertake duty travel related to programme assessment, liaison with counterparts, problem solving and new programme developments, as required.
9. Perform any other tasks that may be assigned by the supervisor.

### Education, Experience and Skills:

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

- Completed university degree in Business Administration and other related fields or a combination of relevant education and experience.
- At least one year of relevant experience including familiarity with generally accepted policy and procedures.
- Proficient in Microsoft Office applications e.g., Word, Excel, PowerPoint, E-mail, Outlook.
- Discreet, details and clients-oriented, patient and willingness to learn new things.
- Prior experiences with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

### **Method of Application:**

Candidates with the required qualifications can apply through email by mentioning the reference code [SVN-014/2022/S-BD1: National Programme Officer \(Partnership and Capacity Building\)](#) in the subject line to: [DhakaJobs@iom.int](mailto: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:**

<https://bangladesh.iom.int>

**(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.*