



# STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **National Programme Officer (Programme Support)** according to the Terms of Reference below. Interested applicants are invited to apply by **03.09.2023** 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-65/2023/S - BD1	<b>Position Title:</b>	National Programme Officer (Programme Support)
<b>Duty Station:</b>	Cox's Bazar, Bangladesh	<b>Estimated Starting Date:</b>	As soon as possible
<b>Classification:</b>	NO-A (UN Salary Scale)	<b>Type of Appointment:</b>	Special Short Term (Initially 06 Months with possibility of extension)
<b>Unit:</b>	Social Cohesion		

### General Functions:

Under the overall supervision of the Deputy Chief of Mission (Emergencies) and the direct supervision of Program Manager, the successful candidate will provide specialized program assistance to the department which include internal and external coordination, resource mobilization and monitoring, drafting reports, concept notes, TPs, briefs and presentations, and external liaison.

### Responsibilities and Accountabilities:

1. Maintain data and knowledge of unit projects, manage information flows of all unit projects in close coordination with Program Support Unit (PSU) and Resource Management Unit (RMU)
2. In coordination with project managers and PSU ensure that the project implementation work plans budget trackers, and M&E tools of the unit projects are maintained up to date.
3. Contribute to the development and consolidation of the unit technical guidelines, Standard Operating Procedure (SOP) and any other documentation typology required
4. Coordinate the preparation of Procurement Request Forms, process advance and payment requests and other required documents as per IOM procurement and finance rules and regulations in coordination with relevant units.
5. Liaise with Procurement and Logistics unit for follow up actions regarding procurement and delivery of materials and equipment to Field Offices; contribute in coordination with program managers to the development of distribution plans to ensure timely delivery to beneficiaries and other stakeholders.
6. In coordination with PSU and RMU provide technical guidance to relevant unit staff on achieving proficiency with IOM corporate applications PRIMA and PRISM among to ensure compliance with the organization rules and regulations
7. In collaboration with PSU coordinate with program managers to provide inputs and assistance for the preparation of new concept notes and projects proposals, briefing materials including TPs, PPT presentations and visibility materials.
8. Support the Monitoring and Evaluation (M&E) Officer and Unit to ensure that relevant output and outcome indicators for the unit programs are systematically being collected and analyzed in a manner that will help to determine efficiency and effectiveness of activities
9. Maintain close collaboration, working arrangements and liaison with relevant stakeholders including local government and law enforcement authorities, UN agencies, I/NGOs and IOM implementing partners.

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

10. Facilitate the coordination among program managers, the Grants Unit and Dhaka LEG Unit for the preparation of legal requirements related to project implementation in line with IOM rules and regulations.
11. Perform such other duties that may be assigned by the supervisor

### **Education, Experience and Skills:**

- Bachelors or Equivalent or Higher University degree in Social Science, Political Science, Disaster Management Studies, Management Development Studies, Anthropology, or other related fields with minimum two years of relevant professional experience.
- Work experience with international/national humanitarian organizations, non-government, or government institutions/organization.
- Knowledge of DRR/Resilience, energy and environmental protection, livelihood or other relevant community-based humanitarian and development issues; Previous project management, implementation, monitoring and reporting experience would be an advantage.
- Good analytical skills and excellent communication and representative skills (written, oral) and culturally sensitive and ability to work in a team setting.
- Ability to work with minimum supervision, pays attention to details, meets deadlines, maintain accuracy and confidentiality in performing responsibilities.
- ABILITY TO MULTITASK AND DEAL WITH STRESSFUL SITUATIONS AND ABILITY TO ADAPT WITHIN THE WORKING ENVIRONMENT.

### **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-65/2023/S - BD1; National Programme Officer \(Programme Support\)](#). [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:*

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*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.*