



# STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **Senior CwC Assistant** 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 AND EXTERNAL CANDIDATES

<b>Reference Code:</b> SVN-069/2021/S - BD1	<b>Position Title:</b>	Senior CwC Assistant
<b>Duty Station:</b> Cox's Bazar, Bangladesh	<b>Estimated Starting Date:</b>	As soon as possible
<b>Classification:</b> G-06 (UN Salary Scale)	<b>Type of Appointment:</b>	Special Short Term (Initially 6 months)
<b>Division/Unit:</b> Communications with Communities (CWC)		

### General Functions:

Under the overall supervision of the Programme Manager (Protection) and the direct supervision of the CWC (Research & Consultation) Technical Officer (within the Protection unit), the selected incumbent will:

### Research Coordination & Implementation

1. Assist the Technical Officer to manage and oversee a research team and ensure that research and consultations are implemented with respect to implementation and design plans.
2. Assist in the development of research and design plans, including data collection plans and materials.
3. Oversee linguistic testing and adaptation of consultation and research plans.
4. Oversee data processing, archive management, and translation process. Ensure data is managed and stored according with respect to IOM's Data Protection policies and used according to beneficiary consent.
5. Maintain appropriate links with local authorities, government institutions, civil society and other relevant stakeholders, including effective coordination and information exchange with them.
6. Represent IOM research and consultation work within relevant forums and to relevant stakeholders, including government officials, other agencies, and civil society.

### Technical Inputs

1. Support with training of partners, IOM staff, and other stakeholders with respect to relevant CwC (research and consultation) works, this includes trainings on community engagement, facilitation, accountability, and other trainings provided by CwC team.
2. Oversee teams of trainers and develop their capacity to lead trainings related to CwC (research and consultation) work responsibilities.
3. Develop training curriculums related to CwC (research and consultation) activities, including life skill trainings, accountability trainings and community engagement trainings.
4. Provide technical inputs on the design and implementation of CwC Standard Operational Procedures (SoP), including work related to Community Engagement, data collection, Gender and Disability Inclusion programming, and life skill trainings.
5. Lead on translation of technical work, including Information, Education and Communication (IEC) materials, research tools, and other works produced by the CwC programme.

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

## Programme Support

1. Facilitate in requesting and processing Site Management Team's administrative, HR and logistical needs.
2. Assist the Technical Officer on the hiring process of staff, third-party contractors and volunteers and ensure coordination with programme support of the SMSD unit.
3. Provide guidance and training to other staff.
4. Perform such other duties that may be assigned by the supervisor.

## Education, Experience and Skills:

- Completed university degree from an accredited academic institution with four years of relevant professional experience.
- Knowledge of structures and functions of national and international organization.
- Experience with translation of Rohingya dialects, trainings on facilitation and research.
- Experience with Protection, CwC, CCCM and other relevant programming.
- Demonstrated ability to supervise and manage staff at an operational level in humanitarian emergencies.
- 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 high-level 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-69/2021/S-BD1; Senior CwC Assistant](#) 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: [www.iom.org.bd](http://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.*