



STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **Senior Localization and Private Sector Partnership Assistant** according to the Terms of Reference below. Interested applicants are invited to apply by **27.01.2022** 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-06/2022/S - BD1	Position Title:	Senior Localization and Private Sector Partnership Assistant
Duty Station: Cox's Bazar, Bangladesh	Estimated Starting Date:	As soon as possible
Classification: G-6/01 (UN Salary Scale)	Type of Appointment:	Special Short Term (Initially 06 months; with possibility of extension)
Division/Unit: Partnerships and Grants Management Unit		

General Functions:

Under the direct supervision of the Partnerships and Grants Manager and overall supervision of the Head of Humanitarian Assistance and Operations in Cox's Bazar, in close coordination with relevant units including the Programme Support Unit, the successful candidate will be responsible for supporting the mission in implementing its localization strategy. The incumbent will be based in the IOM Sub Office located in Cox's Bazar :

1. Draft the general project framework of IOM's localizations project for local non-governmental organizations (NGO).
2. Outline the processes and draft the workplans for the selection local NGO and build their capacity in general management, finance and administration, project development, project management, monitoring and evaluation, reporting and other essential aspects of humanitarian operation.
3. Monitor the progress of made by local NGO's participating in the localization project of the mission.
4. Promote the inclusion of gender awareness, Accountability to Affected Populations and Protection programming of all local NGO's participating in IOM's localization project.
5. Participate in meetings with UN agencies, NGOs, Government of Bangladesh and other stakeholders as required.
6. Perform such other duties as may be assigned.

Education, Experience and Skills:

- University degree in Political or Social Science, Business Administration, International Relations, Law, Engineering or a related field from an accredited academic institution with four years of relevant professional experience. Previous experience working in an international organization and knowledge of the UN is essential.
- Experience in designing and implementing training projects.
- Experience in operational activities in humanitarian response or development including project monitoring and reporting.
- Demonstrate high competency in organizing events and high-level interaction with donors and local government institutes.
- Work experience in implementing projects in Cox's Bazar Upazilas, is an advantage.
- Relevant professional experience in grants and budgeting, particularly in a humanitarian context and/or with donor organizations.

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

Method of Application:

Candidates with the required qualifications can apply through email by mentioning the reference code [SVN-06/2022/S - BD1: Senior Localization and Private Sector Partnership Assistant](#) 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: <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.