



STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **Senior Programme Assistant** according to the Terms of Reference below. Interested applicants are invited to apply by **25.01.2022** 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-02/2022/S - BD1	Position Title:	Senior Programme Assistant
Duty Station: Cox's Bazar, Bangladesh	Estimated Starting Date:	As soon as possible
Classification: G-7/01 (UN Salary Scale)	Type of Appointment:	Special Short Term (Initially 06 months; with possibility of extension)
Division/Unit: Programme Support Unit (PSU)		

General Functions:

Under the direct supervision of the Programme Support Unit Coordinator and the overall supervision of the Head of Operations and Humanitarian Assistance and in close coordination with the Deputy Chief of Mission, the successful candidate will assist with the development and delivery of Cash-Based Interventions (CBI) for Cox's Bazar, Bangladesh and support functions of the Programme Support Unit related to project development and reporting :

Cash-Based Interventions

1. Lead the technical design, delivery and reporting of cash-based programme interventions in Cox's Bazar and support programme teams on integrating Cash-Based Interventions (CBI) into operational plans.
2. Lead the development of technical guidelines and Standard Operating Procedures (SOP) for CBI to inform and support project planning, design and implementation, considering the local context, and available technologies in line with IOM's policies and procedures for CBI programming.
3. Lead the implementation of needs assessments to inform the selection, design and implementation of appropriate cash modalities and methodologies.
4. Design and provide training and technical guidance to programme staff involved in the planning and management of CBI programming.
5. Ensure and oversee the regular monitoring, consolidation, analysis and sharing of relevant data with corresponding programme teams and Cash focal persons to ensure adherence to relevant SOPs, policies and guidelines and to highlight any needs for improvement.
6. Support the Monitoring and Evaluation (M&E) Unit to ensure that relevant information in Results Matrix frameworks for CBI are systematically being collected and analyzed in a manner that will help to determine efficiency and effectiveness of CBI delivery, as well as the appropriateness of the transfer modality choice.
7. Organize and undertake visits to view project sites and meet beneficiaries to verify that progress is made in the achievement of project objectives.
8. Ensure cash distributions are properly documented and meet technical quality, accountability, and protection standards in compliance with donors' regulations.
9. Participate in technical working groups and other meetings related to CBI and support in liaising with United Nations (UN) agencies, Non-Governmental Organizations (NGOs) and other stakeholders engaged in CBI activities.
10. Facilitate protection mainstreaming and streamlining of cross-cutting issues (e.g., Accountability to Affected Populations (AAP) across cash activities.

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

Project Development and Reporting

1. Participate in the development of new programmes/projects responding to emerging trends and priorities within Cox's Bazar, in close coordination with Senior Management, the DCoM, Program Managers, the PSU Coordinator, and external partners, ensuring compliance with donor interests and requirements.
2. Support donor contract management through coordinating the administrative and financial aspects of new and ongoing projects, including activation, processing, endorsement, records-keeping and submissions in line with specific IOM internal requirements and procedures; liaise with the Grants and the Office of Legal Affairs (LEG) units on contract obligations with external partners, including implementing partners.
3. Consolidate and analyze data on project implementation and indicators and prepare interim and final donor reports as well as CO, regional and Headquarters (HQ) periodic and activity-specific reports, as required, in coordination with Program Units.
4. Assist in coordinating the compilation of reports and papers on IOM strategic approaches and priorities for internal and external distribution; and research, draft and present documents necessary for project development, reporting and donor liaison purposes.
5. Support the DCoM and PSU Coordinator, and where assistance is needed, in liaison with relevant authorities, United Nations (UN) agencies, Non-Governmental Organizations (NGOs), Government and other stakeholders.
6. Keep accurate and pertinent records of all correspondence, project development, reporting files and administration information including through the proper utilization of the SharePoint and PRIMA.
7. Perform such other duties as may be assigned.

Education, Experience and Skills:

- University degree from an accredited academic institution preferably in administration, engineering, computer science, or any other relevant field, and five years of relevant experience in humanitarian response.
- Previous experience working in an international organization and knowledge of the UN is essential ;
- Previous experience with and knowledge of foreign government funding mechanisms is essential ;
- Strong Experience in project development, reporting, fundraising and donor relations, project monitoring and evaluation required ;
- Experience in humanitarian programmes for refugees and internally displaced people.
- Minimum 2 years-experience in emergency programme implementation focused on cash and in-kind distributions (assessments, distributions, monitoring) ;

Demonstrable experience in establishing and maintaining collaborative relationships with partners and government counterparts.

Method of Application:

Candidates with the required qualifications can apply through email by mentioning the reference code [SVN-02/2022/S - BD1: Senior Programme 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

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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.