



STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for **Senior Project Associate (G-6)** according to the Terms of Reference below. Interested applicants are invited to apply by **27 March 2024** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

OPEN TO INTERNAL & EXTERNAL CANDIDATES

Reference Code:	VN-11/2024/S-BD1	Position Title:	Senior Project Associate
Duty Station:	Dhaka, Bangladesh	Estimated Starting Date:	As soon as possible
Classification:	G-6 (UN Salary Scale)	Type of Appointment:	One Year Fixed Term
Unit:	Immigration and Border Governance		

General Functions:

Under the overall supervision of the Deputy Chief of Mission (Dev)/Senior Programme Manager and the direct supervision of the Head of the IBG Unit, the successful candidate will support the implementation and monitoring of IBG projects and partnerships with relevant governmental and non-governmental stakeholders. The Senior Project Associate is responsible for the following duties and responsibilities:

Responsibilities and Accountabilities:

1. Support Head of IBG Unit in implementing IBG projects in a timely manner, including budgetary, administrative and technical coordination, in line with IOM's policies and guidelines as well as donor requirements.
2. Identify needs in the area of IBG in the country and provide technical recommendations.
3. In coordination with the Head of Unit, coordinate with relevant Ministries, Departments, and Agencies of the Government of Bangladesh for smooth and effective project implementation and provide them with technical support for strengthening their capacity to promote inter-ministerial/sector/agency cooperation and improve border control and migration management systems in Bangladesh, in line with international standards.
4. In close collaboration with IBG Unit members, consultants, and other relevant stakeholders, participate in gap and needs assessments at border control points in Bangladesh and provide necessary inputs in assessment reports and other relevant documents.
5. Coordinate with IBG Unit members, consultants, and relevant stakeholders to update, and review standard operating procedures (SOPs) (Immigration Manual) on effective border management.
6. Support the organization of study visits, workshops, trainings, meetings, and other project related activities and discussions with the government and other stakeholders at the national and field levels, and provide necessary logistics and administrative support for these activities.
7. Provide accurate interpretation and document translation support (from Bangla into English/from English into Bangla) to facilitate smooth and effective communication between IOM and relevant stakeholders, including the government, and project implementation.
8. Draft reports and other project related documents, including contributing to donor reports and preparing meeting minutes and notes on activity status.
9. Undertake duty travels related to project implementation as required.
10. Perform such other duties as may be assigned.

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

Education, Experience, Skills and Language:

- University degree in Political or Social Sciences, Law, International Relations, Development Studies or a related field from an accredited academic institution with four years of relevant professional experience; or
- High school diploma with 6 years of relevant professional experience;
- Experience of working within the international/non-governmental organization, or in public institution, preferable in United Nations (UN) System.
- Experience in developing and maintaining partnerships with government counterparts, UN agencies, donors.
- Prior relevant experience in the field of immigration and border management is a distinct advantage;
- Fluency in English and Bangla is required (oral and written);

Method of Application:

External candidates:

Send the application to IOMBangladeshJobs_External@iom.int ; the subject line should mention the reference code [VN-11/2024/S-BD1: Senior Project Associate \(G-6\)](#). [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.*

Applications are sent to IOMBangladeshJobs_Internal@iom.int; the subject line should mention the reference code [VN-11/2024/S-BD1: Senior Project Associate \(G-6\)](#). [The following documents must be attached:](#)

(v) *Application Letter/Cover Letter*

(vi) *Curriculum Vitae*

(vii) *Personal History Form (PHF) which can be downloaded from the IOM Dhaka website:*

<https://bangladesh.iom.int>

(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:

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.

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