



# STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **Operations Assistant (Site Processing)** according to the Terms of Reference below. Interested applicants are invited to apply by **22 May 2024** 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> VN-19/2024/S-BD1	<b>Position Title</b>	Operations Assistant (Site Processing)
<b>Duty Station:</b> Ukhiya-Cox's Bazar, Bangladesh	<b>Estimated Starting Date:</b>	As soon as possible
<b>Classification:</b> G-5 (UN Salary Scale)	<b>Type of Appointment:</b>	One Year Fixed Term

### General Functions:

Since the inception of IOM in 1951, Movement Operations have been and continue to be a fundamental pillar of the Organization's work. The organized movement of persons in need of international migration assistance is a primary mandate of the Organization and a cornerstone of IOM's operations. This mandate has resulted in the international transport of more than 15 million migrants and refugees worldwide. Movement Operations departments in various IOM missions, coordinated under the division of Resettlement and Movement Management (RMM) in the Department of Operations and Emergencies (DOE) at IOM's Geneva Headquarters, are responsible for all aspects of travel for migrants and refugees under IOM's auspices, in accordance with the various framework agreements with resettlement and receiving Governments and partners across the spectrum of the Organization's programmes.

Under the overall supervision of the Movement Operations Officer and the direct supervision of National Operations Officer, the Operations Assistant (Site Processing), is responsible for undertaking activities, with the following duties and responsibilities:

The incumbent will be assigned to inter alia, the following tasks:

1. Ensure all building facilities adhere to proper safety standards and cleaning procedures, maintain equipment and building provisions to meet health and safety requirements
2. Organize and plan building instalments and refurbishments, supervise facilities staff and communicate with external contractors and vendors, keep building and all facilities up to code and accurately follow maintenance protocol
3. Delegate cleaning and maintenance responsibilities to team members, run routine maintenance inspections, monitor interior and exterior areas of building for cleanliness and general conservation.
4. Plan and coordinate all installations (telecommunications, heat, electricity etc.) and refurbishments, review utilities consumption and strive to minimize costs
5. Supervise all facilities staff (custodians, technicians, groundskeepers etc.) and external contractors
6. Control activities like parking space allocation, waste disposal, building security etc. allocate office space according to needs
7. Handle insurance plans and service contracts, keep financial and non-financial records
8. Overseeing and agreeing contracts and providers for services including security, parking, cleaning, catering and IT. supervising teams of staff including cleaning, maintenance and security.
9. Managing maintenance and ensuring that facilities meet government regulations, health and security standards and energy efficiency requirements.
10. Overseeing building renovations. Ensures security and emergency preparedness procedures are implemented properly.

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

11. Handles general accounting tasks, such as accounts payable, payroll, petty cash, and budgeting.
12. Oversees and supervises the quality of work for other employees to ensure that all tasks are performed correctly, efficiently, and effectively.
13. Conducts and documents regular facilities inspections. Checks completed work by vendors and contractors. Recommends maintenance, mechanical, electrical, and facility design modifications.
14. Communicates workplace safety precautions to employees. Forecasts, allocates, and supervises the financial and physical resources of the facility management.
15. Alert management of any non-compliance to SOPs or codes of conduct by IOM staff members or partners.
16. In Coordination with Sr. Operations Assistant (Field Support) to ensure that different activities start in a timely manner.
17. Ensure daily beneficiaries' smooth arrival and departure to and the from the site.
18. Arrange vehicle and other logistical support in an emergency.
19. Escort beneficiaries to and from the camp when necessary.
20. Coordinate with third party facility/ transit center etc.
21. Coordinate with RSC regular basis.
22. Perform such other duties as may be assigned.

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

- University Degree in Business Administration or related fields from an accredited academic institution and four years of relevant experience; or,
- Secondary education and six years of relevant experience.
- Prior Movement Operations, transportation-related and/or management experience a strong advantage.
- Advanced mechanical and plumbing skills
- Knowledge of HVAC and other building systems
- Strong computer skills - Word, Excel and Internet;
- Past experience with Movement Operations-related databases and systems (including iGATOR, MiMOSA, SAR and Amadeus) is a distinct advantage.
- Fluency in English is required (oral and written).
- Working knowledge of Bangla or locally spoken languages is an advantage.

### **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 [VN-19/2024/S-BD1;Operations Assistant \(Site Processing\)](#). [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](mailto:IOMBangladeshJobs_Internal@iom.int); the subject line should mention the reference code [VN-19/2024/S-BD1;Operations Assistant \(Site Processing\)](#). [The following documents must be attached:](#)

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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:*

*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.*