STAFFING AND RECRUITMENT
IOM HUMAN RESOURCES

IOM is looking for **Senior Project Assistant (Inclusion and AAP) (G-6)** according to the Terms of Reference below. Interested applicants are invited to apply by **30 November 2023** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

OPEN TO INTERNAL & EXTERNAL CANDIDATES

Reference Code:	VN-82/2023/S-BD1	**Position Title:**	Senior Project Assistant (Inclusion and AAP)
Duty Station:	Cox Bazaar, Bangladesh	**Estimated Starting Date:**	As soon as possible
Classification:	G-6 (UN Salary Scale)	**Type of Appointment:**	One Year Fixed Term
Unit:	Movement Operations		

General Functions:

Under the general supervision of the Chief of Mission, the direct supervision of the Senior RMM Operations Manager, and in close coordination with the RMM Programme Officer (MAAP) and Senior Program Coordinator (Inclusion and AAP); the Senior Project Assistant (Inclusion and AAP) has the following duties and responsibilities:

Responsibilities and Accountabilities:

1. Undertake inclusion and accountability to affected populations (AAP) activities in relation to Movement Operations activities in Bangladesh, including ensuring protection, inclusion and AAP standards and guidelines are implemented and upheld;; spearheading and managing initiatives that promote meaningful and sustained inclusion of all relevant populations; regularly reviewing and advising on the accessibility of facilities; enhancing accountability mechanisms including CFMs and providing relevant training as needed.

2. In close coordination with relevant RMM and Protection division colleagues and taking a whole-of-organisation approach towards diversity, intersectionality, and the inclusion of marginalised groups, implement and support the continued use of the Protection Mainstreaming in Resettlement and Movement Management principles and MAAP minimum standards and their associated tools in Bangladesh Monitor, collect and report feedback on their implementation, integrating new tools as needed. Ensure all personnel understand the principles and minimum standards, have access to relevant trainings and guidance, understand the use of the principles and guidelines in decision-making, and can explain how they are relevant and applicable to their individual work. As needed, contribute to the design of new guidance and tools.

3. Liaise with Movement Operations colleagues on the support provided to vulnerable individuals, including those related to children, older people, people with disabilities and people with diverse SOGIESC, and provide updates on them to management regularly. Ensure visual materials, case management materials (such as the scripts utilised by personnel), and other materials and tools are fit for purpose for regional needs, appropriate for a diverse range of individuals, and suited to meet the needs of vulnerable cases. Liaise with the Senior Programme Coordinator (Inclusion & AAP) on these materials as well as on topics as data collection, management, and protection.

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4. Utilising RMM guidance and relevant MAAP and institutional protection tools, assess the accessibility of IOM facilities and other spaces in which Movement Operations personnel are operating in Bangladesh. Work closely with the Senior RMM Operations Manager, Senior Program Coordinator (Inclusion and AAP) and the Programme Officer (MAAP) on resolving any accessibility issues that need to be addressed. Ensure all Standard Operating Procedures (SOPs) take accessibility and inclusion into account when directing personnel how to implement their work.

5. Where relevant, work closely with the Field Support pillar to ensure that IOM-run Transit Centres and IOM-utilised third-party facilities meet RMM Protection Mainstreaming in Resettlement and Movement Management principles and MAAP minimum standards, as well as appropriately utilise all relevant tools, and provide a safe, accessible, and inclusive environment for all individuals utilising the facilities. If a Transit Center or IOM-utilised third-party facility contains a Youth Services area, work closely with the Field Support pillar and regional Child Protection Officer to ensure that the area is fit for purpose and inclusive of all children who may access it.

6. Support RMM, program and other institutional monitoring efforts by sharing relevant information about the concerned populations, briefing monitoring teams on protection, inclusion and AAP-related activities, assisting in strategizing monitoring mechanisms based on the working landscape of BangladeshCOUNTRY OR REGION, making connections with relevant community-based organisations (CBOs), civil society organisations (CSOs), organisations for persons with disabilities (OPDs), and organisations related to age, gender and sexual orientation, gender identity, gender expression and sex characteristics (SOGIESC). When required, set up focus group discussions and other forums enabling community feedback, ensuring both accessibility and inclusion, and provide feedback on other monitoring tools such as surveys and interview protocols.

7. In line with RMM guidance, and guidance published by the IOM AAP team, work to improve the performance of community feedback mechanisms (CFMs) in the region. Ensure that the CFM has multiple channels; that community feedback is recorded in a structured manner; and that individuals who raise feedback receive a meaningful reply within a specified timeframe. Ensure that there is a structured system for recording feedback, so that it can be processed in an orderly, transparent manner. Improve outreach efforts, organise regular group feedback sessions, and work to record CFM metrics. Additionally provide capacity building on CFMs, work with other IOM units to harmonise feedback mechanisms in the area and collaborate with management to address issues that are raised.

8. Assist in increasing staff's knowledge of protection, inclusion and AAP topics through regular, accurate, accessible, and inclusive information sharing that advises both management and personnel and answers questions in a timely manner. In collaboration with training colleagues, support and provide training on inclusion and AAP topics in Bangladesh. Ensure learners are furnished with the tools necessary to link the training to their daily work and to evaluate the effectiveness of their learning experience over a period of time. Collaborate with protection colleagues to ensure that RMM staff have received appropriate protection training.

9. Work closely with the Senior Programme Coordinator (Inclusion & AAP) and the Programme Officer (MAAP) to ensure that all trainings, tools, collaborations, and feedback mechanisms utilised throughout the Bangladesh are designed to ensure they are accessible to all personnel and beneficiaries, regardless of their age, gender, disability, or any other factors. Promote coordination, collaboration and documentation of best practices and lessons learned between IOM Country Offices in Bangladesh, institutional protection/AAP/PSEA personnel and HQ by participating in protection and AAP working groups, networks, and other forums.

10. Coordinate closely with other IOM units in the offices and region to ensure that protection, inclusion, and AAP activities are growing more closely aligned between Movement Operations and other IOM areas of work. Seek to fit RMM mainstreaming activities into existing systems and initiatives within the mission and region, rather than duplicating efforts. As necessary, provide support to both management and personnel in identifying and adjusting approaches to protection, inclusion, and AAP issues, including complaints and feedback mechanisms, in order to align throughout the region.

11. Participate in relevant mission-level and regional meetings related to protection, inclusion, and AAP, ensuring close coordination on participation and information sharing with mission management, Movement Operations management, mission-level protection colleagues, other protection-related colleagues in the region, and the Senior Programme Coordinator (Inclusion & AAP) and Programme Officer (MAAP).

12. Maintain and promote the confidentiality and integrity of all relevant paperwork in line with standards of conduct and data protection rules. Alert the direct supervisor or management of any non-compliance to SOPs or codes of conduct by IOM staff members or partners.

13. Ensure that the Senior Programme Coordinator (Inclusion & AAP) and the Programme Officer (MAAP) are copied into report

14. Perform other relevant duties as assigned.

Education, Experience, Skills and Language:

- University degree in international relations, political science, or a related field from an accredited academic institution with four years of work experience; or,
- Completed secondary education with six years of relevant working experience.
- At least 4-6 years of relevant experience (please see above) in such areas as protection, inclusion, AAP, migrant assistance, refugee resettlement, monitoring and evaluation, diversity, equality and inclusion, social work, etc,
- Experience planning, facilitating, and evaluating training required, with experience facilitating training in a humanitarian setting preferred,
- Prior experience with protection analysis and/or the production of reports preferred,
- Experience with USRAP programs is preferred,
- Experience with processing systems such as MiMOSA and iGATOR is preferred; and,
- Experience working in a multi-cultural setting.
- Thorough knowledge of English language,
- Strong interpersonal and communication skills,
- Attention to detail and ability to organise,
- Self-motivated, objective driven and able to use own initiative and work under pressure with minimum supervision; and,
- Computer/software literate with good knowledge in Microsoft Office.

Method of Application:

External candidates:

Send the application to IOMBangladeshJobs_External@iom.int ; the subject line should mention the reference code **VN-82/2023/S-BD1; Senior Project Assistant (Inclusion and AAP) (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-82/2023/S-BD1; Senior Project Assistant (Inclusion and AAP) (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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