



# STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **Project Assistant** according to the Terms of Reference below. Interested applicants are invited to apply by **19.05.2018** 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> SVN-062/2018/S - BD1	<b>Position Title</b>	Project Assistant
<b>Duty Station:</b> Dhaka, Bangladesh	<b>Estimated Starting Date:</b>	As soon as possible
<b>Classification:</b> G-05/01 (UN Salary Scale) Base Salary: 102,489.33/Month	<b>Type of Appointment:</b>	Special Short Term

### General Functions:

Under the direct supervision of the Project Manager of the project, the successful candidate will be responsible for assisting in the day to day implementation of the programme as well as other projects in Bangladesh.

The incumbent will be assigned to the following tasks:

1. Ensure overall support and assistance in developing ways of working with relevant Government Ministries & Departments, local partners, civil societies to maximise impact in achieving long term objectives of the project.
2. Provide support in implementing the project activities and in delivering the quality input to relevant organisations/departments guided by project document and project implementation plan.
3. Assist the Project Manager to ensure effective monitoring and tracking of progress in the field as per the project implementation plan/work plan.
4. Coordinate and organize different meetings/workshops, training, project related meetings/representations.
5. Provide necessary inputs for preparation of project progress and final reports both for IOM and donors.
6. Remain responsible in tracking overall project budget.
7. Identify and effectively manage key risks in the project, including security risks, related to activities for which you are responsible in consultation with the Project Manager.
8. Complete PR for all relevant program activities and ensure proper quotation from vendors and follow up on any finance/admin related paperwork related to the Project.
9. Take minutes of the meeting and keep track of those meetings for filing and reporting purposes.
10. Remain responsible for the maintenance of project related files, documents, equipment and database etc.
11. Undertake field visit related to programme assessment, liaison with counterparts as per programme requirements.
12. Document and communicate project(s) experiences and lessons to contribute to overall project implementation as per donor requirement.
13. Undertake any other duties assigned by the Senior Management and Project Manager.

## Education, Experience and Skills:

- Completed university degree from an accredited academic institution preferably in Social Sciences, Development Studies, Economics, International Relations, Law or other related fields
- Three years of experience in similar position will be an advantage.
- Experience in organizing consultation, workshops, seminar with high level stake holders.
- Experience with working with Government of Bangladesh.

## Method of Application:

Candidates with the required qualifications can apply through email by mentioning the reference code [SVN-062/2018/S-BD1: Project Assistant](#) in the subject line to: [DhakaJobs@iom.int](mailto: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:*

[www.iom.org.bd](http://www.iom.org.bd)

(iv) *Scan copy of Photo*

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.*