



STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **Field Assistant** according to the Terms of Reference below. Interested applicants are invited to apply by **30.05.2018** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Reference Code: VN-068/2018/S - BD1	Position Title	Field Assistant
Duty Station: Field locations, Cox's Bazar, Bangladesh.	Estimated Starting Date:	As soon as possible
Classification: G-03/01 (UN Salary Scale) Base Salary: 65,593.00	Type of Appointment:	Special Short Term

General Functions:

Under the direct supervision of the Programme Officer (Shelter/NFI)/National Programme Officer (Shelter/NFI) and overall supervision of the Programme Manager (Shelter/NFI) and in coordination with the relevant unit the incumbent will assist the concerned programme unit for field implementation of the programme.

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

1. Assist implementation of IOM Shelter/NFI programme with a focus on survey, distribution, data collection, community mobilisation, shelter DRR orientation, technical follow-up and monitoring activities. Prepare first hand reports from field to inform for necessary action.
2. Assist in needs/gap assessment, distribution of tokens for identified beneficiaries based on the assessment, notification to beneficiaries in advance to the distribution/training, set up venues and training logistics, and crowd control with security measures;
3. Assist in collection and maintenance of need assessment data, distribution muster roll, attendance sheet, and other necessary field information;
4. Assist in providing technical support and guidance to households in implementing Shelter DRR as per the instruction of Supervisor
5. Collect and document the best practices and disseminate at appropriate levels as indicated.
6. Engage with field volunteers in the implementation of the above mentioned activities by providing basic guidance as appropriate.
7. Maintain good professional relationship with community representatives, NGO partners, local government, and other relevant actors.
8. Collect accurate and updated data, and Produce daily/weekly reports and related updates.
9. Ensure use of feedback mechanism for beneficiaries through meetings, regular focus group discussions etc. to assess impact and quality of activities.
10. Perform other duties as required and assigned by the supervisor.

Education, Experience and Skills:

- Completed university degree from an accredited academic institution preferably in Disaster Management, Civil engineering, Architecture, Social Science, Sociology, Psychology or a related field from an accredited academic institution with one year of relevant professional experience.
- Field experience in emergency response (natural or human made disaster)
- Experience in emergency response programming for marginalised populations, specifically including need assessment, data collection, community mobilisation, orientation/training, Shelter upgrade guidance, monitoring and review.

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

- Basic knowledge of structures and functions of national and international humanitarian agencies, donors and organizations;
- Familiarity with the Emergency Response, Disaster Management and Disaster Risk Reduction in the region an advantage.
- Experience in shelter/NFI programme, particularly distribution and beneficiary training is an advantage.

Method of Application:

Candidates with the required qualifications can apply through email by mentioning the reference code [VN-068/2018/S-BD1; Field 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: 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.