



STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **National Programme Officer** according to the Terms of Reference below. Interested applicants are invited to apply by **29.05.2018** 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-065/2018/S - BD1	Position Title	National Programme Officer
Duty Station: Dhaka, Bangladesh	Estimated Starting Date:	As soon as possible
Classification: NOB/01 (UN Salary Scale) Base Salary: 299,983.58	Type of Appointment:	OYFT (Initially 12 months; with possibility of extension)

General Functions:

Under the direct supervision of the Refugee Cell Coordinator (RCC) and overall supervision of the Chief of Mission (CoM), IOM Bangladesh, the successful candidate will be supporting the RCC in liaising with the other co-chairs of the Strategic Executive Group (SEG), the Government and other UN and INGO entities involved in operations. The NPO will also support the RCC in maintaining donor relationships at Dhaka level.

The incumbent will be assigned to the following tasks:

1. Support close collaboration and dialogue with stakeholders such as relevant Government ministries; United Nations agencies, Development Partners and INGOs to enhance projects effectiveness.
2. Provide guidance on programme matters and on national current affairs that may have an impact on the work of IOM.
3. Support IOM's continued engagement with the Resident Coordinator's Office on the Rohingya response, and support the SEG's work including drafting policy papers, agendas and action points.
4. Provide strategic input in implementation of operational effort in Cox's Bazar.
5. Maintain close collaboration and strengthen partnerships with relevant stakeholders such as Government entities at all levels, national NGOs, INGOs, etc. to enhance programme effectiveness.
6. Support the Mission's donor liaison activity, both in maintaining existing relationships and exploring new opportunities amongst non-traditional donors.
7. Support the Project Support Units project development efforts by identifying new programme/project opportunities in CXB consistent with expressed Government needs, IOMs mandate and strategy in Bangladesh.
8. Contribute to the preparation of Rohingya response related communication tools, including press releases, joint statements, sitreps, position papers and promotional/visibility materials.
9. Contribute to the development of new project/ programme ideas and proposals for the Mission's engagement.
10. Track department expenditures and assist the Resource Management Unit to prepare financial reports
11. Undertake duty travel related to liaison with counterparts, problem solving and new programme developments, as required.
12. Perform any other tasks that may be assigned by the supervisor.

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

Education, Experience and Skills:

- Master's degree in public health, Social Sciences, Business Management or a related field from an accredited academic institution with 2 years of relevant professional experience; or
- University degree in the above fields with 4 years of relevant professional experience.
- University degree, preferably in Political or Social Science, English, Communications or an equivalent combination of training and experience.
- Six years of experience working with an international organization, UN agency or NGO.
- Work experience liaising with media, donor community and other implementing partners
- Excellent communication and negotiation skills.
- Previous experience as team leader.
- Good proposal and report-writing skills.
- Strong strategic and creative thinking.

Method of Application:

Candidates with the required qualifications can apply through email by mentioning the reference code [VN-065/2018/S-BD1: National Programme Officer](#) 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.