



IOM International Organization for Migration
سازمان بین المللی مهاجرت
د مهاجرت نړیوال سازمان

VACANCY NOTICE

OPEN TO INTERNAL & EXTERNAL CANDIDATES

Title: Capacity Building Project Assistant (National Officer)
Location: Nimroz
Duration: 3 Months
Vacancy No VN-KBL-019/17
Grade: Ungraded equal to G6
No. Position: 1
Contract Type: Out-Sourced through private sector
Gender: Male/Female (Female candidates are highly encouraged to apply)
Date: 08 May 2017
Closing Date 20 May 2017

Background:

IOM has been assisting undocumented Afghan returnees from Iran and Pakistan since 2008 in close coordination with government partners.

It has begun implementing a project with the overall aim of strengthening the technical capacity of the Afghan Ministry of Refugees and Repatriation (MoRR) in Information Management as well as in coordinating a reintegration referral mechanism. This forms part of IOM Afghanistan's long term strategy of transferring the responsibility of assistance for Afghan returnees from neighbouring countries to the Government of the Islamic Republic of Afghanistan (GIROA).

Under the overall supervision of the National Programme Manager of the Cross Border Return and Reintegration (CBRR) Programme and the direct supervision of the Project Coordinator, the successful candidate will be responsible for assisting with the implementation of the Technical Capacity Building of Government Partners in Return and Reintegration project.

Duties and Responsibilities:

- 1) Provide support for the timely start-up of the various components of the project, including follow-up on logistical and administrative arrangements, provide the Project Coordinator with relevant inputs in relation to the practical activities design and implementation on the ground.
- 2) Monitor specific aspects of project implementation, identify problems and propose action to expedite the delivery of inputs, as well as prepare and analyze progress and implementation reports, and identify and document significant project events, decisions, problems or deviations in English, Dari and Pashto.
- 3) Manage the direct implementation of the project in the area of responsibility, including daily activity of the responsible field offices, project financial aspect, project planning and implementation as well as project closure.
- 4) Provide the Project Coordinator and other project staff relevant advice/ direction in relation to the project implementation within the area of responsibility.

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- 5) Liaise, cooperate and coordinate with relevant stakeholders, such as national and local government counterparts, civil society groups, national and international organizations and existing private sector networks in order to identify existing gaps in return and reintegration management and resource mobilization, provide technical support as required.
- 6) Represent IOM with different stakeholders in the discussions/ coordination meetings related to the project implementation in the area of responsibilities, prepare relevant information materials/ presentations and ensure sufficient information about the project is disseminated and coordinated with local authorities and other partners in English, Dari and Pashto.
- 7) Engage in the registration and data collection process at the border crossing points, observe the data processing, support in statistical analysis of data as well as ensure data quality and timely and regular information dissemination through daily, weekly and monthly reports and maps.
- 8) Liaise with the IOM information management unit and the Afghan Returnee Information System (ARIS) team to ensure that the information provided is accurate and that periodic project objectives are set accordingly.
- 9) Responsible for drafting of various documents that will guide the establishment of national/ provincial reintegration committees (PRCs) and Reintegration Information Centres (RIC) in English, Dari and Pashto including: ToR of PRCs and RIPs; SOPs for PRCs and RIPs operations; information packages for returnees; and monitoring procedures for returnee referral case tracking.
- 10) Organize required workshops in target provinces in close coordination with respective DoRRs and local authorities and the IOM project team; Responsible for logistical and administrative arrangements.
- 11) Formulate joint actions bringing together relevant government actors and UN agencies/ NGOs in response to the needs of returnees in target provinces in English, Dari and Pashto.
- 12) Collect and compile basic information on available reintegration related services and procedures; Develop and manage a reintegration database in target provinces with a technical support of the information management unit.
- 13) Develop a model of feasible referral services of returnee needs such as: legal; psychosocial; educational; vocational; medical or documentations.
- 14) Assist respective Directorates of Refugees and Repatriation (DoRRs) and local authorities in scheduling regular “expanded” meetings to facilitate information sharing among and between Government, UN, civil society organizations and other relevant stakeholders; responsible for meeting minutes or any other documentations in English, Dari and Pashto as required and provide translation assistance when necessary.
- 15) Assist respective DoRRs and local authorities in establishing Provincial Reintegration Committees (PRCs) and Reintegration Information Centres (RICs) and build local capacity to deliver the following services/ assistance to returnees during their return and reintegration phase through an established referral mechanism: legal; psychosocial; educational; vocational; medical or documentations.
- 16) Provide translation of relevant documents/ letters as well as translation in meetings that IOM senior management staff attends.
- 17) Undertake frequent duty travel to target provinces and locations including border crossing points as required.
- 18) Perform such other duties as may be assigned.

COMPETENCIES

The incumbent is expected to demonstrate the following technical and behavioural competencies

IV. COMPETENCIES

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The incumbent is expected to demonstrate the following technical and behavioral competencies

BEHAVIORAL

Accountability

- Accepts and gives constructive criticism.
- Follows all relevant procedures, processes, and policies.
- Meets deadline, cost, and quality requirements for outputs.
- Monitors own work to correct errors.
- Takes responsibility for meeting commitments and for any shortcomings.

Client Orientation

- Identifies the immediate and peripheral clients of own work.
- Establishes and maintains effective working relationships with clients.
- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries.

Continuous Learning

- Contributes to colleagues' learning.
- Demonstrates interest in improving relevant skills.
- Demonstrates interest in acquiring skills relevant to other functional areas.
- Keeps abreast of developments in own professional area.

Communication

- Actively shares relevant information.
- Clearly communicates, and listens to feedback on, changing priorities and procedures.
- Writes clearly and effectively, adjusting wording to the intended audience.
- Listens effectively and communicates clearly, adapting delivery to the audience.

Creativity and Initiative

- Proactively develops new ways to resolve problems.

Leadership and Negotiation

- Shares and convinces others to share resources
- Presents goals as shared interests.

Performance Management

- Provides constructive feedback to colleagues.
- Identifies ways for their staff to develop their abilities and careers.
- Provides fair, accurate, timely, and constructive staff evaluations.
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures.

Planning and Organizing

- Sets clear and achievable goals consistent with agreed priorities for self and others.
- Identifies priority activities and assignments for self and others.
- Develops strategic vision for IOM within area of responsibility.
- Organizes and documents work to allow for planned and unplanned handovers.
- Identifies risks and makes contingency plans.

Professionalism

- Correctly applies knowledge of specialized IT disciplines.
- Masters subject matter related to responsibilities.
- Identifies issues, opportunities, and risks central to responsibilities.
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation.
- Persistent, calm, and polite in the face of challenges and stress.
- Treats all colleagues with respect and dignity.
- Works effectively with people from different cultures by adapting to relevant cultural contexts.
- Knowledgeable about and promotes IOM core mandate and migration solutions.

Teamwork

- Actively contributes to an effective, collegial, and agreeable team environment.
- Contributes to, and follows team objectives.
- Gives credit where credit is due.
- Seeks input and feedback from others.
- Delegates tasks and responsibilities as appropriate.
- Actively supports and implements final group decisions.
- Takes joint responsibility for team's work.

Technological Awareness

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work.

Emergency and Crisis

- Works effectively in high-pressure, rapidly changing environments
- Coordinates actions with emergency response actors and making use of coordination structures.
- Supports adequate levels of information sharing between internal units, cluster partners, IOM and other emergency response actors.

Technical

- Correctly applies knowledge of specialized IT disciplines;
- Delivers optimal IT solutions within defined resource parameters;
- Anticipates and prepares response to changing IT needs of the relevant organizational unit.
- Very good knowledge in, PHP and MySQL, Python, ASP.NET C#, Microsoft SQL Server
- High proficiency in Microsoft Access and Excel.
- Ability to work in a team with minimal supervision to meet project goals and objectives and demonstrated understanding of project life cycle and deliverables
- Strong analytical skills with the ability to collect, organise, analyse, and disseminate significant amounts of information with attention to detail and accuracy

EDUCATION AND EXPERIENCE

- Completed Bachelor's degree in Business Administration, Political Science, Social Science and other related fields,
- Master Degree in the aforementioned fields is preferable

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- Minimum of 8 years of professional experience in Project Management, Project Implementation and evaluation and with master's degree 5 years would be acceptable
- Experience working with specialized international agencies (UN Agencies, International Organisations, and International NGOs) and in complex operations, including conflict and post-conflict situations preferred.

VI. LANGUAGES	
Required	
Fluency in English, Dari and Pashto	
Advantageous	

Method of Application:

Interested applicants are invited to send curriculum vitae by e-mail to the IOM Kabul Administration, applications4@iom.int & SAKHUNDZADA@iom.int by **20 May 2017** latest, referring to this advertisement quoting the above vacancy notice number. Candidates holding IOM contract should submit the internal application form.

Note: We do not accept hard copies.