



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

VACANCY NOTICE

OPEN TO INTERNAL & EXTERNAL CANDIDATES

Title: Provincial Team Leader
Location: Kandahar,
Duration: 3 Months
Vacancy No VN-KBL-025/17
Grade: As per organization salary scale
No. Position: 1
Gender: (Male or Female) (Female candidates are highly encouraged to apply)
Contract Type: Out-Sourced through private sector
Date: 12 July 2017
Closing Date 20 July 2017

Background:

The International Organization for Migration in Afghanistan implements multi-donor projects or programmes that deploy data management initiatives to support its operational processes towards the provision of humanitarian assistance and capacity building of Afghan government and ministries.

The Displacement Tracking Matrix (DTM) is IOM's information management system to track and monitor population displacement during crises, the DTM is composed of a variety of tools and processes. The objective of the Three months DTM activity in Afghanistan is to collect structured data through two rounds of a two-layered assessment (B1 and B2) to obtain in-depth information on population categories, mobility (incl. directions), reasons for mobility and immediate needs.

The District Focal Points (DFP) would be under the direct supervision of the Provincial Team Leader, the DFP will be responsible of the following activities, according to the procedures and training provided by IOM:

Duties and Responsibilities:

1. Plan and lead all DTM activities in the targeted Provinces in close collaboration with the DTM Operational Officer, DTM Coordinator, partners and local governmental entities.
2. Supervise and evaluate the District Focal point (s) and Data Processing Assistant(s), and share your feedback with DTM Operational Officer, DTM Coordinator on the weekly basis.

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3. To accompany the DFPs in their daily tasks, and help them to improve their daily work.
4. Contact the DFPs on the weekly basis in order to discuss the surveys and modify their work plans according to the circumstances.
5. Daily Follow-up the work of the DFPs, and update the reports on weekly basis.
6. Send the required reports and narrative report to the DTM Operational Officer
7. Act as DTM focal point at the provincial level for all information management related issues.
8. Supervise the data entry process and ensure that the data is encoded in the system on timely manner, as well as to assure the accuracy of the data encoded
9. In collaboration with the DFPs, and Data Processing Assistant, prepare and organize the data/information flow as per IOM procedures and ensure of its accuracy.
10. Compile and ensure data is archived and transferred in due time to the DTM Operational Officer.
11. Report on a regular weekly basis on all DTM activities to the DTM Project Officer and make relevant recommendations/advices to ensure the information collected is useful and relevant to all stakeholders.
12. Closely coordinate with DTM Operation Officer and Head of Sub-Office and keep them informed on DTM filed activities.
13. Respect IOM's Data Protection Principles;
14. Perform other duties as they might be assigned.

COMPETENCIES

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

Behavioural

- Strong management and interpersonal skills
- Ability to work with flexibility and integrity;
- Ability to work independently, with excellent organizational and multi-tasking skills;
- Ability to work in challenging settings, under pressure while respecting tight deadlines;
- Capacity to learn and gain new competencies, while accepting/giving constructive criticism

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.

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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.

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, ArcGIS, 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

Education and Experience

- Diploma in Social Science, Business Administration or any other relevant field
- Experience in information management.
- Minimum four or five years of experience in managing teams in the field
- Experience with International Organizations, INGO or NGOs an advantage

VI. LANGUAGES	
Required	
<ul style="list-style-type: none">• Dari – Fluent• Pashto – Fluent• English – Fluent	<ul style="list-style-type: none">• Fluent
Advantageous	

Method of Application:

Interested applicants are invited to send curriculum vitae by the following e-mail address: career.ctg@gmail.com, applications4@iom.int and SSADAT@iom.int by **20 July 2017** latest, referring to this advertisement quoting the above vacancy notice number. Candidates holding IOM contract should submit the internal application form. Sending curriculum vitae to all three e-mail addresses are mandatory, applicants who failed to do so will not be considered.

Note: We do not accept hard copies.

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