



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

## VACANCY NOTICE

### OPEN TO INTERNAL & EXTERNAL CANDIDATES

**Title:** Admin / Logistic Clerk  
**Location:** Kabul  
**Duration:** 6 months with possibility of extension  
**Vacancy No** VN-KBL-028/17  
**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:** 17 July 2017  
**Closing Date** 24 July 2017

## II. ORGANIZATIONAL CONTEXT AND SCOPE

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 primary objective of DTM in Afghanistan is to collect structured data from targeted provinces through multi-layered assessments to obtain in-depth information on population categories, mobility patterns, reasons for mobility, and immediate needs. Under the overall guidance of DTM Coordinator and direct supervision of the DTM Operations Officer, the Admin/Logistic Clerk will be responsible to support DTM in all administrative and logistical related tasks.

## III. RESPONSIBILITIES AND ACCOUNTABILITIES

### Duties and Responsibilities:

1. Ensure appropriate filing of all the program related documentation, procurement and other operational documents, contracts, agreements, PRs, POs and CRFs.
2. Support the program staff in the daily operational and administrative matters.
3. Develop sound understanding of all IOM administrative procedures and program reporting methods to ensure these are employed in accordance with IOM and donor requirements.
4. Prepare and follow up on all administrative forms (Timesheets, Leave Requests, Road Mission Requests, Procurement Requests, and other forms) related to DTM.
5. Keep all HR, finance and logistic files in order and up-to-date and provide scanning services as required.

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IOM Kabul

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6. Coordinate with IOM HR in the recruitment of staff and consultants (during all the recruitment stages, from advertisement of the vacancy to recruitment completion), ensuring recruitment is compliant with IOM rules and procedures.
7. Liaise with IOM HR unit to ensure contracts issuance or extensions, as well as maintenance of various personnel records and files up to date.
8. Organise meetings and update meeting schedules and attendee lists.
9. Maintain project photo library, to include collecting photos from field staff with accurate captions and retouching photos, using Adobe Photoshop Creative Cloud.
10. Support production of DTM printed and online collateral, using Adobe InDesign.
11. Receive and dispatch letters and documents. Ensure all incoming official letters/documents are stamped, dated and distributed accordingly.
12. Provide information to applicants on recruitment procedures and application status.
13. Verify applicants' references and supporting documentation and ensure security check confirmation has been received for contracted staff.
14. Ensure all field staff are familiar with conditions for DSA claims. Coordinate with Program Assistant to verify travel expenses and DSA claims.
15. Guide project staff at sub offices on procurement requirements and methods, to ensure compliance with IOM procurement policy.

#### **IV. COMPETENCIES**

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

##### **Behavioural**

##### **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, adapting wording and style to the intended audience

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Listens effectively and communicates clearly, adapting delivery to the audience

### **Creativity and Initiative**

- Proactively develops new ways to resolve problems

### **Leadership and Negotiation**

- Convinces others to share resources
- Presents goals as shared interests

### **Performance Management**

- Provides constructive feedback to colleagues
- 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
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans

### **Professionalism**

- 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

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- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and applies it to appropriate work

#### **Technical**

- Delivers on set objectives in hardship situations.
- Able to work under pressure and tight deadlines.
- Works effectively with staff members, provides timely responses to staff concerns, liaise with IOM HR and CTG on all staff related issue.

#### **V. EDUCATION AND EXPERIENCE**

- Recognized Certification in relevant field
- Three to five years of professional experience in HR and Administration
- Experience at an international level with specialized international agencies (UN Agencies, International Organisations, and International Specialized NGOs)
- Proficiency in the usage of Microsoft Office (MS Word, Excel, etc.). Knowledge of spreadsheets and data analysis in Excel is an added advantage.
- Experience retouching photos with Adobe Photoshop. Editing and creating documents in Adobe InDesign is a distinct advantage.

#### **VI. LANGUAGES**

Required: Fluent English and Dari/Pashto

Advantageous: ANY OTHER LOCAL OR UN LANGUAGE

#### **Method of Application:**

Interested applicants are invited to send curriculum vitae by the following e-mail address: [career.ctg@gmail.com](mailto:career.ctg@gmail.com) and [applications4@iom.int](mailto:applications4@iom.int) by **24 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 both e-mail addresses are mandatory, applicants who failed to do so will not be considered.

**Note:** We do not accept hard copies.