



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

## **VACANCY NOTICE**

### **OPEN TO INTERNAL & EXTERNAL CANDIDATES**

**Title:** National Program Officer (Reintegration & Development)  
**Location:** Kabul  
**Duration:** 6 months with possibility of extension  
**Vacancy No** VN-KBL-085/17  
**Grade:** NOA  
**No. Position:** 1  
**Gender:** (Male or Female) (Female candidates are highly encouraged to apply)  
**Date:** 19 September, 2017  
**Closing Date** 04 October, 2017

## **I. ORGANIZATIONAL CONTEXT AND SCOPE**

Under the overall supervision of the Chief of Mission & Special Envoy and the direct supervision of the Reintegration Assistance and Development Project Manager, the successful candidate will be responsible for the successful implementation of the IOM Afghanistan managed, EU (Development Cooperation/DEVCO) funded project "Reintegration and Development Assistance for Afghanistan" (RADA). S/he will be responsible for supporting sustainable reintegration solutions for Afghan returnees in eight target provinces.

## **II. Responsibilities**

1. Support the project manager in the overall timely and effective implementation of the EU DEVCO-funded RADA project in accordance with the project work plan;
2. Assist in the coordination of technical, financial/budgetary, and administrative aspects of the project, verifying that both IOM and donor requirements are adhered to;
3. Support in the coordination and monitoring of the work of project staff/third party contractors in Kabul and project locations across 8 provinces of Afghanistan;
4. Contribute to progress and other reports, public information materials, and other forms of documentation to facilitate proper information exchange on all operational aspects of the project between IOM, the EU and other stakeholders;
5. Assist in maintaining relationships and liaison with governmental partners in Afghanistan, including: Ministry of Refugees and Repatriation (MoRR); Ministry of Labor, Social Affairs, Martyrs and Disabled (MoLSAMD); Ministry of Rural Rehabilitation and Development (MoRRD) at both the central and provincial levels;

---

**IOM Kabul**

Street No. 4, House No. 27, Ansari Square, Shahr-e-Naw, Kabul, Afghanistan.

Email: [iomkabul@iom.int](mailto:iomkabul@iom.int) Internet: [www.iom.int](http://www.iom.int)

6. Support the project manager and/or partners in the provision of technical assistance to the implementation of all project activities including: (i) establishment of community development programmes in the 8 target Provinces; (ii) provision of Technical Vocational and Education Training/TVET schemes to returnees; (iii) support to Small and Medium Enterprises (SMEs) in areas of high migration/return; (iv) provision of technical assistance to the Government of Afghanistan (MoRR, MoSALMD, and the Displacement and Returnee Executive Committee/DIREC); (v) development of at least three Reintegration Information Centres (RICs);
7. Support the Project Manager and project M&E staff in developing, designing and implementing tools for monitoring and evaluation, data collection, and analysis in coordination with the IOM M&E Officer in Dhaka, Bangladesh and the IOM Regional Office in Bangkok;
8. Support the implementation of all project components in line with the priorities established by the Government of Afghanistan in the field of development assistance to Afghan returns (e.g. ensure synergies with the Citizen's Charter, National Priority Programmes, Afghan National Peace & Development Framework (ANPDF));
9. Assist in the analysis the progress of project implementation, identify challenges and propose solutions, and report problems and derivations to the Project Manager;
10. Where requested, support to track budget expenditures, monitor project spending and exercise quality control over financial aspects of the project;
11. Drafts Note for Files, correspondence, meeting minutes, action points, and briefing notes as required;
12. Together with the Programme Support Unit and the Return, Reintegration and Resettlement Unit, identify new project possibilities in the country on development and reintegration, in relation to expressed governmental needs, donors' priorities and in line with IOM's mandate and strategy.
13. Represent IOM at relevant technical level meetings, seminars and conferences as required
14. Undertake site visits and duty travel as required.
15. Perform such other duties as may be assigned.

#### **IV. COMPETENCIES**

The incumbent is expected to demonstrate the following competencies:

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – takes initiative and drives a high level of performance management
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;

- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation, and promotes the prevention of sexual exploitation and abuse;
- Technological Awareness - displays awareness of relevant technological solutions;

## 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
- Keeps clients informed of developments and setbacks

### 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

- Actively seeks new ways of improving programmes or services
- Expands responsibilities while maintaining existing ones
- Persuades others to consider new ideas
- Proactively develops new ways to resolve problems

### Leadership and Negotiation

- Provides a level of seniority and maturity to the Resource Management Team
- Actively identifies opportunities for and promotes organizational change
- Presents goals as shared interests

- Articulates vision to motivate colleagues and follows through with commitments

### **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
- Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations

### **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
- Adjusts priorities and plans to achieve goals
- Allocates appropriate times and resources for own work and that of team members

### **Professionalism**

- Effectively applies knowledge of relevant financial discipline
- Develops / follows internal control procedures to prevent fraud and mismanagement
- Ensures application of institutional financial policies and guidelines
- Advocates incorporation of financial considerations into processes and procedures
- 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

**Resource Mobilization**

- Establishes realistic resource requirements to meet IOM needs

**Technical**

- Takes responsibility and manages constructive criticism;
- Plans work, anticipates risks, and sets goals within areas of responsibility;
- Delivers on set objectives under pressure and/or hardship situations;

**V. EDUCATION AND EXPERIENCE**

- University degree, with preferably a master’s degree, in a relevant field
- At least 2 years professional experience with international organizations, UN agencies, and/or international non-governmental organizations
- Experience implementing projects related to migration, return, reintegration, and community development is preferred;
- Proven ability to establish and maintain strong working relations with relevant Government counterparts, international organizations and private sector entities.

**VI. LANGUAGES**

| Required<br>(specify the required knowledge) | Advantageous   |
|--|--|
| Fluency in English is required.              | Working knowledge of Dari or Pashto is an advantage. |

**Method of Application:**

Interested applicants are invited to send curriculum vitae by the following e-mail address: [applications4@iom.int](mailto:applications4@iom.int) and by **04 October 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.