



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

VACANCY NOTICE

OPEN TO INTERNAL & EXTERNAL CANDIDATES

Title: Program Assistant
Location: **Kabul**
Duration: 6 months with possibility of extension
Vacancy No VN-KBL-106/17
Grade: G4
No. Position: 1
Gender: (Male or Female) **(Female candidates are highly encouraged to apply)**
Date: 20 September, 2017
Closing Date 30 September, 2017

I. ORGANIZATIONAL CONTEXT AND SCOPE

Under the overall supervision of Senior Programme Coordinator in Programme Support Unit and direct supervision of CBRR National Programme Manager the incumbent will assist in monitoring of undocumented Afghan Returnee Families, reviewing cash distribution reports, tracking of projects' expenditure, data management, drafting data collection tool, supporting the assessment particularly in high return areas or as directed by Program Management.

II. Responsibilities

A. Data Collection, Management and Verification:

1. Participate in the review and enhancement of data collection tools.
2. Assist Information Management Unit during configuration of data collection tools into KOBO.
3. Verify and cross – check of the collected data from assessments and if necessary bring or merge the various data collection tools of the CBRR Programme.
4. Analysis the information in the database and extract reports.

B. Administrative and Financial Responsibilities:

1. In close coordination with the supervisor, represent IOM in all the coordination meetings conducted by the UN agencies NGOs and government entities on exchanging of information of post return monitoring, profile information of undocumented Afghan returnees, assessments, situation of

IOM Kabul

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

Email: iomkabul@iom.int Internet: www.iom.int

- return, assistance to highly vulnerable undocumented Afghan returnees.
2. Attend in Cash for Voucher Working Group meetings, Emergency Shelter/NFI Cluster meetings and Protection Cluster meetings.
 3. Prepare purchase requisition form for required equipment and contract requisition form for implementing partners.
 4. Review monthly payroll of staff and provide WBS/elements as per budgeting.
 5. Prepare personnel request form for newly hired and/or upgraded staff.
 6. Coordinate with IOM HR and/or CTG on contract extension and expiration of staff.
 7. Prepare a master expenditure tracking sheet for all projects and extract reports on monthly basis.
 8. Provide WBS/element for different cost to sub – offices.
 9. Check the supporting documents for Long Term Agreements (LTA) for post – arrival assistance provides by IOM in transit centres.
 10. Prepare request for payment for LTA and other vendors based on the supporting document and GRN.

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
- 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:

- 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

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

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

Technical

Technical

- Must demonstrate a good understanding of the flow of migration and type of displacement in Afghanistan, including the organizational mandate for dealing with these types of beneficiaries.
- Must have demonstrate knowledge of IOM's migration related areas of work in order to understand the types of caseloads the IOM's Cross Border Return & Reintegration – CBRR assist.
- Must have good knowledge of data analysis and data collection and reporting skills from those data.

V. EDUCATION AND EXPERIENCE

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- Bachelor's degree in Business Administration or Political Science with two years of relevant experience, or School degree/certificate with 4 years of relevant experience.
- Experience in programming area, within communities. 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

- English,
- Dari,
- Pashto

Advantageous

Method of Application:

Interested applicants are invited to send their curriculum vitae (CV) to the following e-mail address: applications4@iom.int No later than **30 September 2017**, referring to this advertisement quoting the above vacancy notice number. Candidates holding IOM contracts should submit the internal application form. Sending your curriculum vitae to the given e-mail address is mandatory, applicants who fail to do so will not be considered.

(Female candidates are highly encouraged to apply)

Note: We do not accept hard copies.

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