



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

VACANCY NOTICE

OPEN TO INTERNAL & EXTERNAL CANDIDATES

Title: Community Mobilizer (HAP)
Location: Herat and Helmand
Duration: 6 Months with the possibility of extension
Vacancy No SVN-KBL-020/17
Grade: G 2
No. Position: 1
Gender: Only female
Contract Type: Out-Sourced through private sector
Date: 24 May 2017
Closing Date 07 June 2017

Background:

Afghanistan is one of the multi hazard prone countries of South Asia, with earthquakes, floods, droughts, landslides, sandstorms, and avalanches as the common natural disasters. Heavy rain and snow cause major problems across the region almost every year. Extreme winter conditions and avalanches are also a recurrent feature in the mountainous areas of Afghanistan that make up approximately 63 per cent of the country. Poor housing provides little protection to the households in rural parts of the country. Lack of capacity and resources within government institutions further adds to the vulnerabilities of families affected or displaced by natural disasters.

In 2015, IOM Afghanistan in line with its “Disaster Risk Management and Disaster Risk Reduction Framework 2015-2017” will implement a 36 month DRR project with the overall aim of strengthening Government of Islamic Republic of Afghanistan’s (GIROA’s) Disaster Risk Management capacities at the national, provincial and community level.

Disaster Risk Management (DRM) components will focus on selected disaster-prone communities across ten provinces in the Western, Northern, Northeast, South, Central Highland, Central regions: Herat, Faryab, Balkh, Jawzjan, Sari Pul, Baghlan, Takhar, Bamyan, Helmand and Kabul.

The project comprises of three major components set forward to achieve the objectives of strengthening preparedness and resilience at national, provincial and community level

1. National Disaster Management Information System (NDMIS)
2. Community-Based Disaster Risk Management (CBDRM)
3. Disaster Risk Management Infrastructure (retention/gabion walls)

IOM Kabul

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

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

III. RESPONSIBILITIES AND ACCOUNTABILITIES

Under the direct supervision of the DRR Field Coordinator and general supervision of the respective Head of Sub Office/PM, he/she shall coordinate and supervise the community mobilization process for enabling communities to carry out Community based Disaster Risk Management activities as per the project documents and plan. She will act as a facilitator on community level to obtain good working relations with community, ANDMA and other stakeholders.

1. Assist the project team in the assessment for selection of communities for DRR activities.
2. Mobilize community for the CBDRM activities and assist communities in preparation of Community Action Plans;
3. Facilitate and conduct community level participatory hazard vulnerability and capacity assessment;
4. Facilitate community disaster risk management plan in the targeted communities;
5. Facilitate formation of CBDRM team in concerned communities;
6. Facilitate establishment of Early Warning System together with community, ANDMA local office representatives, local authorities and other stakeholders;
7. Assist the DRR field coordinator in his activities in relation with providing training to the provincial ANDMA and DoRRD personnel where applicable;
8. Train CBDRM teams on light search and rescue, First Aid and Early Warning;
9. Convene meetings with the CDCs/DDAs for sharing information and exchanging views in relation to CBDRM activities. Ensure DRR activities are coordinated with other stakeholders in the province;
10. Prepare and submit narrative weekly, monthly, quarterly and other reports on the DRR activities including training and community mobilization;
11. Document key lessons learnt, best practices through short stories, case studies, and reflections from community members;
12. File and document all CBDRM activities including different forms, Participatory Hazard Vulnerability and Capacity Assessment, Community Action Plans and others both in hard and soft versions. Take and properly document quality photographs from all activities and events;
13. Support the project team to gather and organize data of the pre and post project situation in the project areas;
14. Give support to the monitoring and evaluation team while performing their activities in the field;
15. Assist HAP team in assessment and distribution to natural disaster affected families.
16. Any other related functions as may be required by the supervisor.

IV. COMPETENCIES

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

Behavioural

Accountability

- Creates a respectful office environment free of harassment and retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA)
- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- 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, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the

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

- Convinces others to share resources
- 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

- 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 Management

- Establishes realistic resource requirements to meet IOM needs
- Builds stable strategic alliances with relevant parties
- Identifies sources of and secures funding from external stakeholders to meet the needs of IOM

Technical

- Delivers on set objectives in hardship situations ensuring the activities and deliverables are in line with the project work plan;
- Effectively coordinates DRR activities with stakeholders including community, district and provincial authorities;

V. EDUCATION AND EXPERIENCE

- Minimum 12 grade graduate; university degree is an advantage;
- Four years of professional experience in community mobilization and community based DRR especially in conflict or post-conflict area;
- Experience with specialised international agencies (UN Agencies, International Organisations, and International specialized NGOs) is an advantage;
- Good knowledge of UN, IOM, International Organisations, government and NGO mandates and programmes in the area of community based DRR;
- Direct experience in the targeted provinces is essential;
- Experience in the usage of office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and data analysis an added advantage.

VI. LANGUAGES	
Required	
Dari, Pashto	Fluent
Advantageous	
ENGLISH AND OTHER LOCALLY SPOKEN LANGUAGES IN AFGHANISTAN	

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 BSHARIFI@iom.int by **07 June 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.