



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

## VACANCY NOTICE

### OPEN TO INTERNAL & EXTERNAL CANDIDATES

**Title:** Project Assistant (Monitoring & Evaluation Field Assistant)  
**Location:** Kabul, Badakhshan, Paktia, Nangarhar, Laghman, Kunar and Central region provinces with Extensive travel and stay in these provinces  
**Duration:** 6 Months  
**Vacancy No** VN-KBL-017/17  
**Grade:** G5/1  
**No. Position:** 1  
**Gender:** 1 (Male or Female) (Female candidates are highly encouraged to apply)  
**Contract Type:** Out-Sourced through private sector  
**Date:** 20 April 2017  
**Closing Date** 03 May 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)

In addition, IOM through its Humanitarian Assistance Program (HAP) is implementing emergency response project through which natural disaster affected and displaced population is assessed and the needs for relief items are addressed by provision of NFIs and emergency shelter.

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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)

## **Duties and Responsibilities:**

Under the direct supervision of the Senior M&E Assistant and overall supervision of Program Manager and HSOs, the M&E Field Assistant shall perform the following duties:

- Conducts regular field monitoring to project sites and communities to monitor the implementation of the DRR project activities;
- Conducts regular field monitoring to project sites and communities post distribution evaluation and IDP tracking.
- Collects, compiles, checks, sorts, and submit the qualitative and quantitative data from the field;
- Verifies data, reports and supporting documents, Collect a relevant filled in form for each event in the provinces, Check data on the form for accuracy and completeness and submitted by project field staff;
- Supports in conducting surveys, researches and special case-studies on the project related issues;
- In coordination with Senior M&E Assistant assists in analyzing and compiling data to measure the progress and impact of the project activities;
- Assists with maintaining a centralized and transparent M&E data filing system;
- Prepares regular monitoring and evaluation reports on project activities;
- Prepares and submits success stories of the project activities;
- Coordinates closely and on a daily basis with the Monitoring and Evaluation Senior Assistant on all data collection, data entry and data analysis;
- Travels to different communities in target provinces for carrying out monitoring and evaluation activities;
- Assumes other tasks as directed by the line manager;

## **COMPETENCIES**

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

### **Behavioural**

Creates a respectful office environment free of harassment and retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA)

### **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
- 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, adapting wording and style 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**

- Convinces others to share resources
- Actively identifies opportunities for and promotes organisational 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
- Develops strategic vision for IOM within area of responsibility
- Organises and documents work to allow for planned and unplanned handovers

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- 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;

## Education and Experience

- Bachelor Degree from a recognized university;
- Three years of professional experience in project monitoring and evaluation with INGO or UN agencies;
- Understanding on gender and diversity;
- Written and verbal communication in English Language;
- Data analysis software and tools;
- 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.

VI. LANGUAGES	
Required	
<ul style="list-style-type: none"><li>• Dari – Fluent</li><li>• Pashto – Fluent</li><li>• English – Fluent</li><li>• Other local language</li></ul>	<ul style="list-style-type: none"><li>• Good Computer skill</li></ul>
Advantageous	

### **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), [applications4@iom.int](mailto:applications4@iom.int) and [BSHARIFI@iom.int](mailto:BSHARIFI@iom.int) by **30 May 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.