



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

VACANCY NOTICE

OPEN TO INTERNAL & EXTERNAL CANDIDATES

Title: Project Clerk
Location: IOM Sub-Office, Mazar, Duty station in Faryab with extensive travel to Northern region provinces
Duration: 6 Months
Vacancy No VN-KBL-013/17
Grade: G3/1
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:

The Humanitarian Assistance Programme is a one year programme to assist victims of natural disaster, within the context of IOM's role as co-lead in Afghanistan of the Emergency Shelter/Non-Food Item Cluster. Under the overall supervision of the HSO and direct supervision of Regional Field Coordinator, and in accordance with instructions received from the HAP Manager and NPOs, the Junior Field Assistant will support the mission in the implementation of emergency activities, within the framework of IOM's role in inter-agency response coordination mechanisms. The Junior Field Assistant will be tasked with collecting information regarding humanitarian situations and will liaise with other humanitarian actors to ensure participation in and coordination with wider humanitarian initiatives in place.

The Project Clerk will form strong links with relevant parties to meet the Mission's objectives with respect to overall policy coordination and delivery of humanitarian and emergency assistance.

Duties and Responsibilities:

- In collaboration and close supervision of Regional Field Coordinator Conduct assessments of ND affected and displaced families fill assessment forms in the field and enter all the relevant forms into HADB.
- In coordination with supervisor (Regional Field Coordinator), assist in organising meetings, taking minutes, developing reports on natural disaster Incidents, progress report, assist RFC in writing weekly reports and situation reports on disaster incidents.

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- Carry out assessment and distribution of emergency Aid and ensure all HAP procedures are followed during these processes.
- Ensure the assessment forms (RAF, BDF) are encoded in HAP DB and all procedures are followed while responding to natural disaster events.
- In coordination with supervisor (Regional Field Coordinator) oversee and monitor distribution of humanitarian assistance and provide written reports with details of distribution process and any associated issues.
- In coordination with supervisor (Regional Field Coordinator), assist national and provincial government authorities in handling emergency situations; ensure appropriate mechanisms to facilitate collaboration and exchange of information both in and outside the IOM system, taking part in joint assessments and ensuring the assessments are conducted as per HAP mandate.
- In coordination with supervisor (Regional Field Coordinator), monitor, analyse and report on emergency response, disaster relief/management activities or emergency situations; develop and maintain a “watch list” of areas with potential for humanitarian crisis and report this information accordingly.
- Perform any other related task that may be assigned by the Regional Field Coordinator or HAP HQ staff.
- Perform such other duties as may be assigned

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
- 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

Continuous Learning

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills

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- 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

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

Teamwork

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Seeks input and feedback from others
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

Technical

- Delivers on set objectives in hardship situations.
- Able to work under pressure and tight deadlines.

- Works effectively with local authorities, stakeholders, beneficiaries, and the broader
- community to advance country office or regional objectives.

Education and Experience

- Recognised Certification in relevant field
- Minimum Bachelor's degree.
- Direct experience in the region required, experience in working with humanitarian organization;

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

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 **03 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.