



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE

OPEN TO INTERNAL & EXTERNAL CANDIDATES

Title: Project Assistant (Reintegration & Development)
Location: Mazar-i-Sharif, Afghanistan
Duration: 6 months with possibility of extension
Vacancy No SVN-KBL-001/18 (Re-advertised)
Grade: G5
No. Position: 1
Gender: (Male or Female) **(Female candidates are highly encouraged to apply)**
Contract Type: Out-Sourced through private sector
Date: 03 January 2018
Closing Date 10 January 2018

II. ORGANIZATIONAL CONTEXT AND SCOPE

Under the overall supervision of the Chief of Mission & Special Envoy and the direct supervision of the Head of Sub-Office Balkh with reporting lines to the Senior Project Assistant in Balkh, as well as the National Programme Manager and Project Manager in Kabul, the successful candidate will be responsible for the successful implementation of the IOM Afghanistan managed, EU (Development Cooperation/DEVCO) funded project “Reintegration Assistance and Development for Afghanistan”. S/he will be responsible for ensuring the timely and effective implementation of sustainable reintegration solutions in Balkh province, Afghanistan.

III. Responsibilities

1. Assist in the overall implementation of the IOM Afghanistan managed, EU (DEVCO) funded project “Reintegration Assistance and Development for Afghanistan” (RADA) in a timely and effective manner in Balkh province;
2. Support the arrangement and delivery of project activities, including: the establishment of Reintegration Information Centres (RICs); Technical Vocational Education and Training (TVET); support to small and medium size enterprises (SMEs); and community infrastructure/community development activities in Balkh province;
3. Coordinate with different units within the Sub-Office in Balkh to ensure efficient delivery of project activities including procurement, logistics, ICT, security; as well as with project staff in Kabul;
4. Ensure adherence to IOM and donor administrative rules, regulations and procedures during implementation;
5. Collect data and information related to the project and ensure proper updating and maintenance of databases and folders; assist in analysis and interpretation of data and information;
6. Assist in preparing reports when required;

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7. Prepare purchase requests, payment requests, vouchers and other necessary documents concerning the project in a timely and accurate manner;
8. Draft correspondence and respond to requests for information, including follow up where required;
9. Assist in the arrangement of meetings; staff travel; and other logistical issues;
10. Provide inputs to the drafting of contracts, budgets and other related documentation in coordination other Balkh Sub-Office staff;
11. Where required, support assessment and research initiatives within RADA;
12. Support liaison with government entities; civil society groups; Community Development Councils; UN agencies; international organizations; and the private sector in Balkh province;
13. Monitor trends and information on returns and reintegration in Balkh province;
14. Undertake site visits and duty travel as required.
15. Perform such other duties as may be assigned.

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 – actively seeks new ways of improving programmes or services
- 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.
- Technological Awareness - displays awareness of relevant technological solutions;

Behavioural

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

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

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- 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

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- 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
- 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

Resource Management

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- 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;

IV. Required Qualifications and Experience

Education

- University degree in a relevant field

Experience

- 3 years professional experience in administration and project implementation in either a government agency, UN agency, international organization or international non-governmental organization
- Experience working in the fields of migration, return, reintegration and community development is preferred;
- Experience in liaison with government, civil society, and the private sector is preferred;

V. LANGUAGES	
Required (specify the required knowledge)	
Fluency in English is required.	
Advantageous	
Working knowledge of Dari or Pashto is an advantage.	

Method of Application:

Interested applicants are invited to send their curriculum vitae by the following e-mail address: career.ctg@gmail.com, applications4@iom.int and by **10 January 2018 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 both e-mail addresses are mandatory, and please ensure your contact details are correct in your CV (Curriculum Vitae) applicants who failed to do so will not be considered. **We do not accept hard copies.**

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Due to the high volume of applications received, only shortlisted candidates will be contacted. Please ensure that the e-mail address that you will indicate in your application is accurate.

Note: This position was previously advertised and was canceled, we invite all the previous applicants to re-apply if they are still interested.