



International Organization for Migration (IOM)  
The UN Migration Agency

## **VACANCY NOTICE**

### **OPEN TO INTERNAL & EXTERNAL CANDIDATES**

**Title:** Senior Project Assistant (Reintegration & Development)  
**Location:** Herat, Afghanistan  
**Duration:** 6 months with possibility of extension  
**Vacancy No** SVN-KBL-005/17 (Re-Advertised)  
**Grade:** G6  
**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 Herat, with reporting lines to the Project Manager and National Programme Officer 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” (RADA). S/he will be responsible for ensuring the timely and effective implementation of sustainable reintegration solutions in Herat province, Afghanistan.

## **III. Responsibilities**

1. Support the overall effective and timely implementation of the RADA project in Herat province;
2. Provide technical and administrative support to RADA in Herat province, including activities related to: the establishment of a Reintegration Information Centre (RIC); technical vocational education and training (TVET); support to small and medium sized enterprises (SMEs); and community infrastructure/ community development activities;
3. Conduct research and assessment work related to the project in Herat, as well as monitoring and evaluation of activities
4. Monitor the implementation of project activities and the work of implementing partners in Herat, particularly in relation to TVET and community infrastructure/community development activities, reporting progress to the Head of Sub-Office and project staff in Kabul
5. Assist in coordinating the work of other project staff/ third party contractors engaged in the project in Herat, including project assistants; researchers; and engineers;

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**IOM Kabul**

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6. Support the physical establishment of an RIC in Herat through providing technical, administrative and logistical support to different units in Herat Sub-Office and Kabul, including procurement, logistics, and ICT
7. Develop and maintain relationships and coordination with government structures in Herat, including the Ministry of Refugees and Repatriation (MoRR); Ministry of Labour, Social Affairs, Martyrs and the Disabled (MoSALMD); and Ministry of Rural Rehabilitation and Development (MoRRD); as well as locally based international and national non-governmental organizations and UN agencies
8. Maintain up to date knowledge and information on the situation related to returns in Herat, respond to information requests as needed and draft summaries and other documents when required
9. Assist in the drafting of reports and other related documents through providing data and information to the Head of Sub-Office, National Programme Manager, and Project Manager
10. Support activities related to outreach, communicating with communities, and public information
11. Build and maintain strong relationships with Community Development Councils in areas of high migration/return in Herat and undertake regular liaison
12. Ensure activities implemented in Herat are in line with national policies and priorities of the Government of the Islamic Republic of Afghanistan
13. Represent IOM at relevant technical level meetings as needed
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**

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- 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**

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- 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
- 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

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- 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

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**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**

- 4 years professional experience in a Government agency, international non-governmental organization or UN agency
- Experience implementing similar projects related to migration, return, reintegration, or community development is preferred;
- Experience in liaison and outreach with CDCs, civil society, government agencies, and international organizations is preferred

<b>V. LANGUAGES</b>	
Required (specify the required knowledge)	
Fluency in English is required.	

**IOM Kabul**

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](mailto:career.ctg@gmail.com), [applications4@iom.int](mailto: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.**

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.