



International Organization for Migration (IOM)  
The UN Migration Agency

## **VACANCY NOTICE**

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

**Title:** Program Assistant  
**Location:** Kabul  
**Duration:** 6 months with possibility of extension  
**Vacancy No** SVN-KBL-016/18  
**Grade:** G-4/1  
**No. Position:** 1  
**Gender:** (Male or Female) (Female candidates are highly encouraged to apply)  
**Date:** 01 February 2018  
**Closing Date** 14 February 2018

#### **I. ORGANIZATIONAL CONTEXT AND SCOPE**

Under the overall supervision of the Migration Management Officer and the direct supervision of the Migration Officer / Junior Professional Officer (JPO), the Project Assistant will support the daily management and implementation of the IDF-funded Diaspora Engagement project.

#### **II. Responsibilities**

1. Assist the Migration Officer / Junior Professional Officer (JPO), in the implementation of activities under the project which can include, assistance in organizing workshops and meetings, participation in meetings with project partners, government counterparts and the donor
2. Support development of work plans, procurement support for required services and supplies
3. Assist in the monitoring and evaluation of project activities.
4. Assist the Migration Officer / Junior Professional Officer (JPO) in the organization of capacity building activities under the projects, including but not limited to, drafting agendas, identifying venue, facilitating invitations, preparing materials, completing administrative requirements, and facilitating transportation and logistical arrangements as necessary.
5. Support in liaising with all national stakeholders under the projects to facilitate productive and collaborative working relationships with all national project counterparts.
6. Contribute to projects reporting and communications by drafting reports for capacity building events and other project activities, periodic and interim donor reports, assisting to review evaluations, updating briefing notes, visibility products and project factsheets.
7. Responsible for maintaining project files.
8. Perform any other duties that may be assigned.

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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)

## **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
- 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

#### **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
- 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

## Technical

- Delivers on set objectives in hardship situations.
- Effectively coordinates actions with other implementing partners and Coordinates actions with emergency response actors and making use of coordination structures.
- Works effectively with local authorities, stakeholders, beneficiaries, and the broader community to advance country office or regional objectives.

## V. EDUCATION AND EXPERIENCE

- University degree preferable or equivalent diploma in economics, development or other related field;
- Four years of professional experience, preferably with an international organization in Afghanistan, in the field of development, capacity building, administration or other related field;
- Experience in the usage of office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and data analysis an added advantage.
- Prior experience in diaspora matters in particular, and migration and development in general, a distinct advantage.

| VI. LANGUAGES           |
|-------------------------|
| Required                |
| Fluent English and Dari |
| Advantageous            |
| Pashto                  |

### Method of Application:

Interested applicants are invited to send their curriculum vitae by the following e-mail address: [applications4@iom.int](mailto:applications4@iom.int) by **14 February 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 abovementioned e-mail address is 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.