



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

VACANCY NOTICE

OPEN TO INTERNAL & EXTERNAL CANDIDATES

Title: National Programme Officer
Location: Kabul, Afghanistan
Duration: 6 months with possibility of extension
Vacancy No VN-KBL-112/17
Grade: NOA
No. Position: 1
Gender: (Male or Female) (Female candidates are highly encouraged to apply)
Date: 29 Oct 2017
Closing Date 14 Nov 2017

Background:

IOM is the lead agency assisting undocumented Afghan returnees from Iran and Pakistan since 2008 under the Cross Border Return and Reintegration programme in close coordination with government partners.

In 2015, IOM initiated a 3 year technical capacity building project with the Afghan Ministry of Refugees and Repatriation (MoRR) on Information Management as well as in coordinating a reintegration referral mechanism in 12 provinces. Phase one of the project included the roll out of the Afghan Return Information System (ARIS) which is an MoRR led database established by IOM at the 4 major border crossing points with Pakistan and Iran to register both documented and undocumented Afghan returnees. This project forms a major component of IOM Afghanistan's long term strategy of transferring the responsibility of assistance provision for Afghan returnees who are returning from neighbouring countries to the Government of the Islamic Republic of Afghanistan (GIRoA).

Under the overall supervision of Program Manager of the Cross-Border Return and Reintegration (CBRR) Programme, the successful candidate will be responsible for day to day operation of the Technical Capacity Building project which is entering a second 3-year phase from September 2017 which will include a scale up of the province to an additional 10 provinces, the roll out of biometrics under ARIS and a pilot project around revising the current IDP petition system in the Eastern Region.

IOM Kabul

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Duties and Responsibilities:

III. RESPONSIBILITIES AND ACCOUNTABILITIES

- 1) Provide overall operational management of the Technical Capacity Building project including direct management of project staff members and resources in close coordination with the CBRR unit, the Information Management Unit (IMU), the Programme Support Unit (PSU) and Resource Management (RMU).
- 2) Ensure that project targets are met within their agreed timeframes and accountability is prioritised to ensure that beneficiaries are assisted in line with international standards, and donor deliverables are attained as specified in the project objectives in donor approved project documents.
- 3) Prepare and maintain an updated and detailed work plan of the project (with guidance from the National Programme Manager of CBRR, IMU Coordinator and the Senior Programme Coordinator) which will include implementation plans, procurement plans and training plans for both TCB project staff and DoRR counterparts under Phase 2 of the project.
- 4) Mentor, monitor and supervise Senior Programme Assistants (Return and Reintegration) responsible for the execution of relevant project activities through professional development plans, work plans, capacity building, meetings, monthly written feedback and regular follow up and evaluations
- 5) Regularly monitor financial expenditure, budgets and balance in close coordination with the CBRR Finance Assistant(TBA), Resource Management Unit and the CBRR Programme Manager to ensure that the project is implemented in a cost-effective, efficient and transparent manner.
- 6) Participate in the design of a project implementation strategy aimed at meeting the project's objectives in close coordination with the CBRR Programme Manager and PSU/IMU including the roll out and inclusion of biometrics into the ARIS system.
- 7) Produce high quality donor reports on project implementation vis-à-vis the work plan and projected results as per contractual requirements as well as presentations, talking points, written and verbal reports and briefings on project activities in English and Dari to inform government and other partners in a timely manner as well as to meet donor requirements.
- 8) Support the CBRR Program Manager in providing leadership for all return and reintegration related areas; establish and maintain credible partnerships at appropriate levels with government entities, local authorities, UN agencies, donors and other stakeholders as relevant to projects and activities; follow up on resulting action points and recommendations.
- 9) Serve as an IOM focal point for the technical sub-committee of the High Commission on Migration and related government and international

reintegration-oriented coordination mechanisms (DiREC, P-DiREC, Durable Solutions Working Groups)

- 10) Support the management, coordination and implementation of Provincial Reintegration Committees (PRCs) and Reintegration Information Centres (RICs) with technical support from IOM Kabul IMU with government and partners
- 11) Ensure that PRCs and ROCs are harmonised with existing coordination mechanisms and information hubs related to reintegration including DiREC (Displacement and Returns Executive Committee), P-DiREC, (Provincial DiRECs), Durable Solutions Working Groups & Provincial Reintegration Working Groups, and NGO consortium Information Centers (DRC, NRC, RI consortium)
- 12) Review and finalize draft documents related to the PRCs and RICs for further coordination with government and civil society partners including meeting agendas and schedules.
- 13) Ensure the return and reintegration mechanism, strategy, plans, tools, training materials and operational frameworks are efficiently and effectively implemented;
- 14) Review and edit all diplomatic notes and letters related to the TCB project from the MoRR for the Chief of Mission's review and signature.
- 15) Review reports and information products related to the TCB project including statistical reports and maps for continuous improvement.
- 16) Assist the CoM and Senior Programme Coordinator in preparing regular briefings on TCB project implementation to donor representatives and relevant government partners.
- 17) Ensure that deliverables are of a high-level quality while providing technical guidance and oversight of compliance to project partners, technical advisers, project staff and government partners.
- 18) Undertake frequent, monthly duty travel to target provinces (areas of high return and displacement) and locations including border crossing points as required.
- 19) Hold weekly team meetings with TCB project staff in Kabul and at the provincial level and develop strategies to facilitate two-way information sharing between the field and the central level on a regular basis
- 20) Mainstream protection and gender within the reintegration framework.
- 21) Perform such other duties as required by the mission.

IV. COMPETENCIES

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

Behavioural

Accountability

- Meets deadline, cost, and quality requirements for outputs
- Takes responsibility for meeting commitments and for any shortcomings
- Monitors own work to correct errors
- Accepts and gives constructive criticism
- Creates a respectful office environment free of harassment and retaliation
- Promotes the prevention of sexual exploitation and abuse (PSEA)

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

Continues 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 & Imitative

- 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
- Presents goals as shared interests

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

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
- Identifies risks and makes contingency plans
- Organizes and documents work for planned and unplanned handovers
- Adjusts priorities and plans to achieve goals
- Allocates appropriate times and resources for own work and that of team members

Professionalism

- Knowledgeable about and promotes core IOM mandate and migration solutions
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- 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
- 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

Emergency and Crisis

- Works effectively in high-pressure, rapidly changing environments
- Coordinates actions with emergency response actors and making use of coordination structures
- Supports adequate levels of information sharing between internal units, cluster partners, IOM and other emergency response actors

Resources Mobilization

- 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

Operations

- Delivers on set objectives in hardship situations
- Effectively coordinates actions with other implementing partners
- Works effectively with local authorities, stakeholders, beneficiaries, and the broader community to advance country office or regional objectives

Technical

- Must demonstrate good understanding of the capacity building initiative, for the governmental entities and have good knowledge and understanding about the current capacity of the governmental ministries and their provincial offices.
- Must demonstrate a good understanding of data management concepts such as data collection, collation and data reporting and is able to cascade to other team members.
- Demonstrate great technicality in preparation of reports, analytical skills for generating reports from the results of studies, researches and surveys for the project outputs and outcomes.

V. EDUCATION AND EXPERIENCE

- Master Degree in Business Administration, Political Science, Social Science, International Development and other related fields
- Completed Bachelor's degree in Business Administration, Political Science, Social Science and other related fields, with minimum of 2 years of professional experience in Project Management, Project Implementation and Evaluation acceptable
- Experience in training and capacity building, preferably with government ministries and in reintegration oriented initiatives
- Experience working with specialized international agencies (UN Agencies, International Organisations, and International NGOs) and in complex operations, including conflict and post-conflict situations preferred.
- Experience leading reintegration oriented inter-agency and inter-ministerial projects and coordination mechanisms
- High level of understanding of key challenges implementing policies, laws and procedures related to humanitarian, reintegration and development priorities (including Displacement and Returns Policy Framework and Action Plan)
- Awareness of humanitarian protection principles, international minimum standards and basic rights to ensure the protection and sustainable reintegration of vulnerable undocumented returnees, such as access to information, documentation, and basic rights and social services

VI. LANGUAGES
Required
Fluency in spoken English, Dari and Pashto. Excellent English writing skills required.
Advantageous

Method of Application:

Interested applicants are invited to send curriculum vitae by e-mail to the IOM Kabul Administration, applications4@iom.int by **14 November 2017** latest, referring to this advertisement quoting the above vacancy notice number. Candidates holding IOM contract should submit the internal application form.