



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

## **VACANCY NOTICE**

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

**Title:** Project Clerk  
**Location:** Kabul, Afghanistan  
**Duration:** 4 Months with possibility of extension  
**Vacancy No** VN-KBL-115/17  
**Grade:** G3  
**No. Position:** 2  
**Gender:** (Male or Female) (Female candidates are highly encouraged to apply)  
**Contract Type:** Out-Sourced through private sector  
**Date:** 15 Nov 2017  
**Closing Date** 24 Nov 2017

### **Background:**

The Migration Management Division (MMD) within the International Organization for Migration in Afghanistan implements multi-donor projects and programmes supporting the Government of the Islamic Republic of Afghanistan in addressing complex migration management challenges including identity management, immigration and border management, labour migration and migration and development. Under the overall supervision of the Migration Management Officer and direct supervision of the IBM National Programme Officer, the Project Clerk will be responsible to support the Identity Management project team in all administrative and logistical related tasks.

### **Duties and Responsibilities:**

1. Ensure appropriate filing of all the project related documentation, procurement and other operational documents, contracts, agreements, PRs, POs and CRFs.
2. Support the external project team staff in the daily operational and administrative matters.
3. Prepare and follow up on all administrative forms (Timesheets, Road Mission Requests, Procurement Requests, and other forms) related to the identity management project.
4. Coordinate with IOM Resource Management Unit to process salaries, advances, DSA claims for the external project team in line with IOM rules and procedures.
5. Assist with translations of all requests, correspondences, agreements and ad hoc requests.
6. Organise meetings as required between the MMD and the external project team.
7. Maintain all request and reports within the identity management database and ensuring that all reports are translated and necessary follow up action is taken in a timely manner.
8. Ensure all incoming official letters/documents are stamped, dated and distributed accordingly.
9. Assist with preparing trainings for the external project teams.
10. Assist the external project team with technical assistance on managing the identity management database.
11. Assist the Program Assistant with monitoring fuel claims, vehicle logs, external project team office related expenses, ad-hoc expenses.

### **IOM Kabul**

Street No. 4, House No. 27, Ansari Square, Shahr-e-Naw, Kabul, Afghanistan.  
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12. Ensure all external project team staff are familiar with conditions for DSA claims. Coordinate with Program Assistant to verify travel expenses and DSA claims.
13. Any other task assigned by the program

## **COMPETENCIES**

The incumbents are expected to demonstrate the following technical and behavioral competencies:

### **Behavioral**

#### **Accountability**

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline and quality requirements for outputs
- Monitors own work to correct errors.
- Takes responsibility for meeting commitments and for any shortcomings.

#### **Continuous Learning**

- Contributes to colleagues learning.
- Demonstrates interest in improving relevant skill.
- Demonstrates interest in acquiring skills relevant to other functional areas.
- Keep 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, adjusting wording to the intended audience.
- Listens effectively and communicates clearly, adapting delivery to the audience.

#### **Creativity and initiative**

- 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

#### **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
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans

#### **Professionalism**

- Correctly applies knowledge of specialized IT disciplines
- 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.

#### **Team Work**

- Actively contributes to and effective, collegial, and agreeable team environment.
- Contributes to , and follows team objectives,

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- 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

#### Emergency and Crisis

- Works effectively in high-pressure, rapidly changing environments
- Coordinates actions with emergency response actors and making use of coordination structures.

#### Technical

- 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.
- Must have demonstrated knowledge of query generation for reporting purposes as well as Microsoft word products: Excel, word and Power point.

#### Education and Experience

- Bachelor's Degree in Social Sciences or related field
- 2 years' experience in document examination will be desired.
- Previous work experience with International Organization will be advantageous.

VI. LANGUAGES	
Required	
English, Dari	Fluent
Advantageous	
Pashto	

#### **Method of Application:**

Interested applicants are invited to send their curriculum vitae (CV) to the following e-mail address: [career.ctg@gmail.com](mailto:career.ctg@gmail.com), [applications4@iom.int](mailto:applications4@iom.int) No later than **24 November 2017**, referring to this advertisement quoting the above vacancy notice number. Candidates holding IOM contracts should submit the internal application form. Sending your curriculum vitae to the given e-mail address is mandatory, applicants who fail to do so will not be considered.

**(Female candidates are highly encouraged to apply)**

**Note:** We do not accept hard copies.

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