



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

## VACANCY NOTICE

### OPEN TO INTERNAL & EXTERNAL CANDIDATES

**Title:** Senior Project Assistant (ANDMA Liaison)  
**Location:** Kabul, Afghanistan  
**Duration:** 6 Months with possibility of extension  
**Vacancy No** VN-KBL-22/17  
**Grade:** G/6  
**No. Position:** 1  
**Contract Type:** Out-Sourced through private sector  
**Gender:** Only Female  
**Date:** 04/07/2017  
**Closing Date:** 18/07/2017

#### Background:

Afghanistan is one of the multi hazard prone countries of South Asia, with earthquakes, floods, droughts, landslides, sandstorms, and avalanches as the common natural disasters. Heavy rain and snow cause major problems across the region almost every year. Extreme winter conditions and avalanches are also a recurrent feature in the mountainous areas of Afghanistan that make up approximately 63 per cent of the country. Poor housing provides little protection to the households in rural parts of the country. Lack of capacity and resources within government institutions further adds to the vulnerabilities of families affected or displaced by natural disasters.

In 2015, IOM Afghanistan in line with its "Disaster Risk Management and Disaster Risk Reduction Framework 2015-2017" proposes a 36 month DRR project with the overall aim of strengthening Government of Islamic Republic of Afghanistan's (GIROA's) Disaster Risk Management capacities at the national, provincial and community level.

Disaster Risk Management (DRM) components will focus on selected disaster-prone communities across ten provinces in the Western, Northern, Northeast, South, Central Highland, Central regions: Herat, Faryab, Balkh, Jawzjan, Sari Pul, Baghlan, Takhar, Bamyan, Helmand and Kabul.

The project comprises of three major components set forward to achieve the objectives of strengthening preparedness and resilience at national, provincial and community level

1. National Disaster Management Information System (NDMIS)
2. Community-Based Disaster Risk Management (CBDRM)
3. Disaster Risk Management Infrastructure (retention/gabion walls)

#### Duties and Responsibilities:

The Senior Project Assistant (ANDMA Liaison) will work under the direct supervision of the DRR National Officer and general supervision of the Programme Manager of IOM Afghanistan, the successful candidate will support the Manager in implementation of DRR project components;

- The senior project assistant will be responsible to provide technical support to Afghanistan National Disaster Management Authority (ANDMA) in Kabul and targeted provinces and liaise DRR and NDMIS components of the project with key relevant ministries (Ministry of Rural

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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)

Rehabilitation and Development (MoRRD) and Ministry of Energy and Water (MoEW)) and National Disaster Management Commission (NDMC) members.

- She will evaluate information flow mechanisms (data management tools) within ANDMA structures at national and provincial levels and proposes improvements.
- Coordinate and liaise inception of all components of the project (NDMIS, CBDRM and DRM infrastructure) with ANDMA HQ and provincial ANDMAs.
- Attend NGO/UN and governmental coordination meetings in collaboration with ANDMA and update relevant forums on the progress of the DRR project.
- Provide administrative and technical support to the Office of State Minister for Disaster Management and Humanitarian Affairs and other relevant departments (prevention and risk reduction department) for improvements of ANDMA existing procedures.
- Ensure regular liaison with international, governmental and non-governmental partners, and update ANDMA in Kabul and provincial offices on DRR project progress under each component.
- Compile, analyze, summarize and present information/data to ANDMA, and assist Emergency Operation Center (EOC) in maintaining the database and information management system.
- Provide support to provincial ANDMA offices on daily basis to better coordinate DRR activities in the targeted provinces.
- Liaise with IOM project staff and other DRR stakeholders on daily basis to support better flow of information from and to ANDMA and assist ANDMA in leading the DRR working group meetings.
- Assist ANDMA and HAP in translation of documents and reports from English into local languages and vice versa.
- Take notes and prepare minutes for meetings attended on behalf of ANDMA both in English and Dari.
- Support timely delivery and reception of all correspondence from non-governmental sources to ANDMA, such as letters, emails, faxes, and reports in local as well as in English language.
- Evaluate information flow mechanisms (data management tools) within ANDMA structures at both national and provincial levels and suggests and proposes improvement for developing assessment tools, SOP, training manual for ANDMA staff.
- Any other tasks as may be assigned by IOM/HAP management.

### **COMPETENCIES**

- The incumbent is expected to demonstrate the following technical and behavioral competencies

### **Behavioral**

#### **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

- Keeps clients informed of developments and setbacks
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#### **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
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#### **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

#### **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

**Resource Management**

- Establishes realistic resource requirements to meet IOM needs
- Builds stable strategic alliances with relevant parties

**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.

**Education and Experience**

- Completed advanced university degree (Master’s) in related/professional field (Desirable)
- Bachelor’s degree in social development, rural development, or other relevant field (Essential)
- ~~Two years (or four - five years for candidates with first level university degree) of professional experience~~
- Experience ~~at an international level~~ with specialized international agencies (UN Agencies, International Organizations, and International specialized NGOs) ~~Experience~~ in liaising with line ministries (MoRRD, ANDMA)
- Experience in the usage of office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and data analysis an added advantage.

VI. LANGUAGES	
Required	
English, Dari, Pashto	Fluent in Writing, Speaking and Reading
Advantageous	
OTHER LOCALLY SPOKEN LANGUAGES IN AFGHANISTAN IS AN ASSET	

**Method of Application:**

Interested applicants are invited to send 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 [BSHARIFI@iom.int](mailto:BSHARIFI@iom.int) by **18 July 2017** 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 all three e-mail addresses are mandatory, applicants who failed to do so will not be considered.

Note: We do not accept hard copies.