



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE

OPEN TO INTERNAL & EXTERNAL CANDIDATES

Title: Senior Project Assistant
Location: Kabul
Duration: 6 months with possibility of extension
Vacancy No SVN-KBL-012/18
Grade: G-6/1
No. Position: 1
Gender: (Male or Female) (Female candidates are highly encouraged to apply)
Date: 16 January 2018
Closing Date 27 January 2018

I. ORGANIZATIONAL CONTEXT AND SCOPE

Working with the Afghan Administration and host governments around the world, IOM Kabul assists the voluntary return of Afghans through its network of offices in those countries, by providing Return, Reception and Reintegration assistance through its Return, Reintegration and Resettlement Programme (RRR).

Under the overall supervision of the National Program Manager and under the direct supervision of RRR National Programme officer, the successful candidate will carry out the following duties and responsibilities:

II. Responsibilities

1. Coordinate all activities of the GIZ funded project within the reintegration team in Kabul and project related activities with the donor and IOM partners;
2. Coordinate the GIZ reintegration project work within all IOM Afghanistan sub-offices
3. Ensure all project records and beneficiaries' files are updated;
4. Prepare and informally translate all necessary project documents
5. Conduct field visits to project sites for purpose of assessing project's viability.
6. Monitor the project implementation is done in accordance with the project guidelines, particularly project interventions and provide appropriate support to the project team.
7. In charge of the logistics and join meetings with relevant stakeholders, including regular coordination meeting with project partners when required;
8. Keep track of the project expenses in the system
9. Assess and share issues related to returnees with the program manager and relevant donor if necessary
10. Prepare project statistics, extract reports from the database, and prepare monthly reports to the donor;

IOM Kabul

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11. Support coordination between RRR, CBRR and EU-funded reintegration programming related to the establishment of Migration Information Centre (MIC) and RIC schemes;
12. Act as the RRR focal point for integration of GIZ methodology into the migration information approach.
13. Support the implementation of the migration information center (MIC) and as well as linking it to the existing reintegration information center (RICs)
14. Conduct site visit of host communities in order to identify high return areas for community development projects. Traveling to different part of the country in order to visit RRR beneficiaries;

15. Work with the IOM PSU, RADA and CBRR to ensure synergies to reintegration programming.
16. Conducting follow up of the beneficiaries for purpose of monitoring and evaluation of projects activities
17. Preparing and organizing monitoring and evaluation visits for donor.
18. Presenting the project to donor, IOM mission, Afghan officials and Afghan communities
19. Day to day coordination of the projects including financial coordination with the national program Officer.

20. Collect data and other information relevant to the project and reporting to the program manager for any shortcoming and delay of the activities.
21. Ensure proper coordination in the country with other IOM reintegration program.
22. Assist in overseeing the project implementation of better and sustainable reintegration within the target area.
23. Any other tasks as assigned by the program officer/program manager.

IV. COMPETENCIES

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

Behavioural

Accountability

- 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 organizational 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
- Organizes 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

Resource Mobilization

- Establishes realistic resource requirements to meet IOM needs

Technical

- Delivers Return and Reintegration solutions customized to the needs of IOM
- Anticipates and understands internal and external issues and opportunities that may impact the Return and Reintegration landscape of IOM
- Adapts best Return and Reintegration practices to the requirements of IOM to Facilitate the achievement of strategic objectives.

V. EDUCATION AND EXPERIENCE

- University degree, preferably post-graduate degree, in Law, Business Administration or alternatively an equivalent combination of relevant training and experience;
- Up to three years' experience in a similar position;

VI. LANGUAGES	
Required	
English Pashto Dari	Fluent Fluent Fluent
Advantageous	
OTHER LOCALLY SPOKEN LANGUAGES IN AFGHANISTAN	

Method of Application:

Interested applicants are invited to send their curriculum vitae by the following e-mail address: applications4@iom.int and by **27 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 above-mentioned 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.