



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE

OPEN TO INTERNAL & EXTERNAL CANDIDATES

Title: Project Clerk
Location: Kabul
Duration: 6 months with possibility of extension
Vacancy No SVN-KBL-020/18
Grade: G-3/1
No. Position: 1
Gender: (Male or Female) (Female candidates are highly encouraged to apply)
Date: 27 March 2018
Closing Date 04 April 2018

I. ORGANIZATIONAL CONTEXT AND SCOPE

Under the guidance and direct supervision of the Migration Officer / JPO and the overall supervision of the Migration Management Officer, the incumbent will be responsible for organizing administrative and finance activities relating to the Return of Qualified Afghans and Labour Migration activities under the Migration & Development / Labour Migration pillar of the Migration Management Division.

II. Responsibilities

1. Receiving and filing contracts signed between IOM, the RQA candidates and the employers;
2. Assist with the provision of necessary assistance per the contracts for candidates; following up with RQA beneficiaries and employers on monthly reporting input and compilation of monthly reports;
3. Collecting of information regarding attendance of candidates and maintaining database of RQA returnees;
4. In coordination with the IOM Kabul Administration and Finance Office to ensure the timely replenishments and all relevant payments to RQA returnees and disbursement of benefits, following the IOM rules and regulations and in line with the guidelines of the RQA programme;
5. Maintaining contact with candidates to provide support if needed;
6. Processing equipment requests and purchase equipment for the employer support;
7. Maintain personal records of the candidates in the RQA Database;
8. Performing other duties as assigned.

IV. COMPETENCIES

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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

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

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- 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

Technical

- a) Effectively applies specialized knowledge of administrative management to timely source goods and services
- b) Proficient in computer administrative and finance work

V. EDUCATION AND EXPERIENCE

- University degree in the relevant field of expertise (Business Administration, finance, human resource management or related field) or alternatively a combination of related education and experience in this field.
- Minimum four years of experience in the area of administration.

VI. LANGUAGES

Required

Fluent English, Dari/Pashto

VII. ADVANTAGEOUS

N/A

Method of Application:

Interested applicants are invited to send their curriculum vitae by the following e-mail address: applications4@iom.int and by **04 April 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.