



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE

OPEN TO INTERNAL & EXTERNAL CANDIDATES

I. POSITION INFORMATION

Title: Project Clerk (Office Assistant)
Location: Kabul, Afghanistan
Duration: 6 Months with possibility of extension
Vacancy No SVN-KBL-066/19
Grade: G3/1
No. Position: 1
Gender: Only Female Candidates
Date: 8 Sep 2019
Closing Date 21 Sep 2019

II. ORGANIZATIONAL CONTEXT AND SCOPE

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.

IOM Afghanistan in line with its "Disaster Risk Management and Disaster Risk Reduction Framework implements DRR activities 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) activities focuses on selected disaster-prone communities across Afghanistan to enhance community level preparedness and response to disasters.

In addition, IOM through its Humanitarian Assistance Program (HAP) is implementing emergency response project through which natural disaster affected and displaced population is assessed and the needs for relief items are addressed by provision of NFIs and emergency shelter. IOM is the co-chair of the Emergency Shelter/Non-Food Item Cluster. Under the overall supervision of the Programme Assistant the Project Clerk will support HAP in all office related tasks specified below;

III. RESPONSIBILITIES AND ACCOUNTABILITIES

1. Assist program in processing PRFs, CRFs, payment vouchers, DRM project skilled and unskilled labor timesheets, ensuring all are tracked/followed up with relevant unit and appropriately filled.
2. Maintain track of offices, warehouse and rental vehicles contracts and follow up on timely extension/termination with sub offices.
3. Assist in coordinating monthly PRF submission for transportation, top up card, DRM project labor and other regular sub office costs ensuing timely submission to logistics

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4. Maintain logistic and financial documents/files and record/maintain updated filing system easily accessible.
5. Monitor stocks of office supplies (Paper clips, Stationery etc.) and liaise with logistics for the supplies.
6. Assist in making travel arrangement and booking venues for conferences and events.
7. Receives, greet and direct visitors, facilitates hospitality for official meetings.
8. Prepare and follow up on all administrative forms (Timesheets, Leave Requests, TAs, Road Mission Requests, Procurement Requests, and other forms) related to HAP
9. Provide clerical support for the recruitment process of staff and consultants (during all the recruitment stages, from advertisement of vacancy to recruitment).
10. Liaise with IOM HR unit to follow up on contracts issuance or extensions, as well as maintenance of various personnel records and files. Receives and send pouch for HAP program and sub offices.
11. Provides administrative and logistics support to programmatic events.
12. Assists HAP with random data collection in term of supply/procurement specific services or goods on needs basis. Assist in updating ESNFI cluster on-line stock and ensure HAP on-line stock inventory is updated.
13. Assist in the inventory process and with archiving documents/folders ensuring proper documentation of the assets assigned to staff in including new comers.
14. Maintain regular contact with sub offices and communicate logistic and financial issues to program
15. Provide general support with informal translation of short docs, notes.
16. Any other related task that may be assigned by the supervisor.

IV. COMPETENCIES:

The incumbent is expected to demonstrate the following values and competencies:

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible;
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct;
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results;
- Delivering results produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes;
- Managing and sharing knowledge continuously seeks to learn, share knowledge and innovate;
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work;
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Technical:

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- Efficiently applies general logistic, finance and office knowledge,
- Delivers programme tailored results in area of logistic, finance and operations
- Anticipates and understands internal and external issues and opportunities that may impact the logistic landscape of HAP
- Adapts best Logistics practices to the requirements of HAP.

V. EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Business Administration, International Studies or related field (Essential) Three to five years of progressively responsible experience in the related areas.
- Experience working with UN agency, NGO or international organization (Essential)
- Experience in liaising with relevant Government ministries (DoRR, ANDMA) (Desirable)

VI. LANGUAGES:

- Fluency in English, Dari and Pashto

VI. METHOD OF APPLICATION:

Interested applicants are invited to send their curriculum vitae by the following e-mail address: applications4@iom.int by **21 Sep 2019** latest, referring to this advertisement quoting the above vacancy notice number. Candidates holding IOM contract should submit the internal application form. We do not accept hard copies.

Note: 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.

Campaigning for a vacancy/ position can be grounds for disqualification.

Appointment subject to funding availability.