



IOM is looking for a **National Programme Officer** according to the Terms of Reference below. Interested applicants are invited to apply by **23.05.2017** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Reference Code: SVN-025/2017/S - BD1	Position Title	National Programme Officer
Duty Station: Cox's Bazar, Bangladesh	Estimated Starting Date:	As soon as possible
Classification: NOA/01 (UN Salary Scale) Base Salary: 208,340.67	Type of Appointment:	Special Short Term

Context:

Under the National Strategy on Myanmar Refugees and Undocumented Myanmar Nationals, IOM's co-ordination role has required the efficient management of communications between a variety of Government stakeholders, International NGOs and local NGOs. Based on IOM's background as a camp management actor and participation in the CDAC network, IOM sees effective communication with communities/community engagement as vital to a humanitarian response. Prioritizing 'communicating with communities' (CwC), is a principal target for IOM to ensure an accountable and effective implementation of humanitarian interventions.

General Functions:

Under the direct supervision of the Head of Sub-Office in Cox's Bazar, Bangladesh, the successful candidate will be responsible for managing the 'Communication with Communities' (CwC) intervention for the IOM Cox's Bazar intervention and providing leadership to the CwC working group in Cox's Bazar district:

Leading IOM's CwC Intervention:

1. Coordinate participation of beneficiary communities in the programme implementation, ensure their information needs are met and build their commitment for future engagement
2. Manage the implementation and maintenance of planned CwC activities, including a common 'community feedback mechanism', including community engagement, information technology solutions and communications systems, to ensure community voices are heard, complaints are managed and follow-up action taken.
3. Establish and maintain effective 'two-way' communications with UMN communities, and ensure design and dissemination of timely, effective and responsive messaging.
4. Collate, analyse and manage incoming information, including survey data, community feedback, partner reports, complaints and other relevant data, and produce timely updates and information/communications materials for dissemination to partners.
5. Provide CwC input and support for disaster preparedness, response and post crisis.
6. Maintain close collaboration and strengthen IOM relationships with partners and other relevant stakeholders, including government
7. Maintain project related data and records of activities and provide support to monitoring and evaluation processes
8. Track project expenditures and assist the Resource Management Unit to prepare financial reports
9. Coordinate the organization, logistics, finance and administration of meetings, workshops, seminars, trainings and conferences as required.
10. Strengthen and formalize the newly establish Cox's Bazar CwC Working Group, including the development of a ToR and other guiding documentation as needed. Chair regular CwC working group meetings, facilitating consensus building, compiling and circulating minutes and other working group documentation



11. Coordinate working group members to develop joint assessments and planning for a comprehensive CwC response in Cox's Bazar. Coordinate joint information needs assessments and assessments of CwC interventions.
12. Track and coordinate awareness-raising and other CwC related activities (including feedback mechanisms) in conjunction with partners, thematic/sectoral working groups and the IOM supported coordination structure
13. Facilitate/coordinate the development and dissemination of appropriate thematic and cross cutting messaging
14. Represent the CwC Working Group at coordination meetings and national and international CwC forums (Shongjog, CDAC), when necessary.
15. Frequent duty travel to implementation area
16. Perform any other tasks that may be assigned by the supervisor

Education, Experience and Skills:

- Completed university degree from an accredited academic institution preferably in Communications, Media, Development Studies or Community development;
- Five years' experience working in community development projects or working with community mobilization activities. Experience with 'Communicating with Communities' (CwC) an advantage.
- Experience working in a communications role and development of communications materials.
- Experience with data visualization or feedback analytics (preferred)
- Experience with call centers, complaints management systems and operation of hotlines (preferred)
- Previous work experience in Cox's Bazar area as well as ability to communicate in Cox's Bazar/Rohingya dialect will be added advantage.
- Strong coordination, negotiation, mobilizing and facilitation skills
- Valid driving license and experience in driving motor vehicles, especially bikes (Desired)
- A demonstrated commitment to ensuring community representation.

Method of Application:

Candidates with the required qualifications can apply through email by mentioning the reference code [SVN-025/2017/S - BD1: National Programme Officer](#) in the subject line to: DhakaJobs@iom.int with the following documents:

- (i) *Application Letter/Cover Letter*
- (ii) *Curriculum Vitae*
- (iii) *Personal History Form (PHF) which can be downloaded from the IOM Dhaka website: www.iom.org.bd*
- (iv) *Scan copy of Photo*

Please ensure that your application is complete with the above mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a general rule, candidates who have not properly submitted their application with required documents will be excluded from consideration.

Any attempt for persuasion will be considered as a disqualification

ONLY SHORT LISTED CANDIDATES WILL BE CALLED FOR ASSESSMENT