



IOM is looking for a **Project Associate** according to the Terms of Reference below. Interested applicants are invited to apply by **03.06.2017** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

## OPEN TO INTERNAL AND EXTERNAL CANDIDATES

<b>Reference Code:</b> SVN-028/2017/S - BD1	<b>Position Title</b>	Project Associate
<b>Duty Station:</b> Dhaka, Bangladesh	<b>Estimated Starting Date:</b>	As soon as possible
<b>Classification:</b> G-05/01 (UN Salary Scale) Base Salary: 96,687.92	<b>Type of Appointment:</b>	Special Short Term

### General Functions:

Under the direct supervision of the National Programme Officer (NPO) and overall supervision of the Project Manager (PM) of IOM Bangladesh, the successful candidate will be responsible for assisting in the day to day implementation of the programme as well as other projects in Bangladesh.

The incumbent will be assigned to inter alia, the following tasks:

1. Assist the NPO in maintaining cooperation with relevant partners to maximise impact in achieving long term impacts for returning migrants.
2. Provide necessary partnership management support to Project Management to ensure implementing partners are able to deliver quality inputs as guided by project document and project implementation plan.
3. Assist the NPO to ensure effective monitoring and tracking of progress in the field as per the project implementation plan and work plan.
4. Coordinate and support in organising different meetings/workshops, training, project relevant meetings/representation/
5. Support the mission under the guidance of the Project Manager in maintaining strong liaison and an effective working relationships both for this specific project, and other Mission programmes, with concerned ministries and respective govt. offices such Economic Relations Division, Ministry of Expatriates, civil society, recruitment agency and other private institution
6. Assist in preparation of project progress and final reports both for internal use -IOM and external one- donors.
7. Assist the NPO to review partner organisations project report as when require;
8. Assist the PM for tracking partner organisation budget expenditure against the overall project budget.
9. Undertake field visit related to programme assessment, liaison with counterparts as per programme requirements.
10. Document and communicate project(s) experiences and lessons in order to contribute to overall project implementation as per donor requirement.
11. Undertake duties delegated by the respective supervisors independently.

### Education, Experience and Skills:

- Completed university degree from an accredited academic institution preferably in Social Sciences, Development Studies, Economics, International Relations, Law or other related fields;
- Minimum Five years' experience in research based projects
- Experienced in organizing consultation, workshops, seminar with high level stake holders
- Prior Experience in working with UN Agencies, INGOs and NGOs is desirable.



## Method of Application:

Candidates with the required qualifications can apply through email by mentioning the reference code [SVN-028/2017/S - BD1; Project Associate](#) in the subject line to: [DhakaJobs@iom.int](mailto: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](http://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**