

Position Title : **Site Management Coordinator**
Duty Station : **Cox's Bazar, Bangladesh**
Classification : **Professional Staff, Grade P3**
Type of Appointment : **Special short-term graded, six months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **10 May 2020**

THE POSTING HAS BEEN ALREADY CLOSED. PLEASE DO NOT APPLY.

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive work environment. Read more about diversity and inclusion at IOM at www.iom.int/diversity.

Applications are welcome from first- and second-tier candidates, particularly qualified female candidates as well as applications from the non-represented member countries of IOM. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

For the purpose of this vacancy, the following are considered first-tier candidates:

1. Internal candidates
2. Candidates from the following non-represented member states:
Antigua and Barbuda; Cabo Verde; Comoros; Cook Islands; Cuba; Djibouti; Fiji; Gabon; Grenada; Guinea-Bissau; Guyana; Holy See; Iceland; Kingdom of Eswatini; Kiribati; Lao People's Democratic Republic (the); Latvia; Libya; Marshall Islands; Micronesia (Federated States of); Montenegro; Namibia; Nauru; Palau; Papua New Guinea; Saint Kitts and Nevis; Saint Lucia; Saint Vincent and the Grenadines; Samoa; Sao Tome and Principe; Seychelles; Solomon Islands; Suriname; The Bahamas; Timor-Leste; Tonga; Tuvalu; Vanuatu

Second tier candidates include:

All external candidates, except candidates from non-represented member states.

Context:

Under the overall supervision of the Head of Humanitarian Assistance and Operations and the direct supervision of the Site Management and Site Development (SMSD) Manager Operations of IOM Bangladesh, the successful candidate will manage and ensure the implementation of Site Management project activities.

Core Functions / Responsibilities:

1. Develop, implement and manage administrative and operational activities of approved Site Management projects for a given area.
2. Monitor, supervise and oversee the Site Management Operation Officers responsible for the execution of project components in a given area. Ensure the application of IOM Site Management Strategy, standard operating procedures and policies while liaising with partner organizations and governmental authorities to synergize existing activities.
3. Provide coordination and expert technical support to IOM Social Cohesion, development and nexus programming in the Ukhia area for mixed host community/Rohingya populations.
4. Ensure that activities aimed at preventing and mitigating Gender Based Violence (GBV) in camp-like settings are mainstreamed and implemented in line with agreed upon IASC standards, Camp Coordination and Camp Management (CCCM) Gender Minimum Commitments and overall operational guidelines defined by the Site Management Sector and Gender Based Violence Area of Responsibility working group in country.
5. Ensure good and effective coordination of activities between different site management, site development/planning projects as well as projects implemented by other IOM units at site level.
6. Participate in relevant sector coordination processes and liaise appropriately with the Refugee Relief and Repatriation Commission (RRRC) of the Government of Bangladesh, local government and army representatives as well as donors.
7. Identify new opportunities consistent with the approved Site Management programme and ongoing activities, and recommend programme improvements.
8. Advise on and substantively contribute to the development of Site Management programme implementation strategies aimed at meeting the programme objective in coordination with governmental authorities as well as partner organizations.
9. Review and adjust proposals to ensure consistency with relevant priorities and the approved programme, taking into consideration available resources. Formulate and present technical and substantive inputs in accordance with the required format for final review and approval.
10. Prepare or ensure timely preparation and submission of all programme reports according to IOM and donor formats as required. Prepare regular updates, programme summaries, press releases and other relevant materials.
11. Provide financial, administrative and logistical management as well as backstopping and identify, train and supervise staff in accordance with IOM's procedures and regulations.
12. Undertake duty travel relating to programme assessment, liaison with counterparts, problem solving, and new programme development, as required.
13. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in International Relations, Political Science, Business or Public Administration or a related field from an accredited academic institution with five years of relevant professional experience; or
- University degree in the above fields with seven years of relevant professional experience.

Experience

- Experience with international organizations, in development, implementation and evaluation, and/or programme implementation and management;
- Experience in Camp Coordination and Camp Management relocation, cash for work, Emergency Shelter & Non-Food Items (ES/NFI), and project management;
- Familiarity with different project cycle steps and donor relations;
- Ability to supervise large numbers of staff;
- Previous experience working in Bangladesh or Rohingya population is preferable.

Skills

- Coordination and negotiation skills with a range of different stakeholders including local authorities, UN agencies, NGOs, Clusters/Sectors;
- Writing and reporting skills;
- CCCM training facilitation skills with a CCCM ToT certification is preferable;
- Development of Standard Operating Procedures (SOPs) and guidelines around Community engagement and community participation, emergency preparedness and response, Disaster Risk Reduction, Inclusion and protection mainstreaming;
- Emergency Preparedness and Response experience and preferably in natural disaster contexts.

Languages

IOM's official languages are English, French and Spanish.

For this position, fluency in English is required (oral and written). Working knowledge Bangla, Rohingya dialect, is an advantage.

Notes

¹ Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

Required Competencies:

Values - all IOM staff members must abide by and demonstrate these three 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 – behavioural indicators level 2

- **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.

Managerial Competencies – behavioural indicators level 2

- **Leadership:** provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- **Empowering others & building trust:** creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- **Strategic thinking and vision:** works strategically to realize the Organization's goals and communicates a clear strategic direction.

IOM's competency framework can be found at this link.

https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf

Competencies will be assessed during a competency-based interview.

Other:

Internationally recruited professional staff are required to be mobile.

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

This selection process may be used to staff similar positions in various duty stations. Recommended candidates will remain eligible to be appointed in a similar position for a period of 24 months.

The list of NMS countries above includes all IOM Member States which are non-represented in the Professional Category of staff members. For this staff category, candidates who are nationals of the duty station's country cannot be considered eligible.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

Vacancies close at 23:59 local time Geneva, Switzerland on the respective closing date. No late applications will be accepted.

How to apply:

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 10 May 2020 at the latest, referring to this advertisement.

IOM only accepts duly completed applications submitted through the IOM e-Recruitment system. The online tool also allows candidates to track the status of their application.

Only shortlisted candidates will be contacted.

For further information please refer to: www.iom.int/recruitment

Posting period:

From 27.04.2020 to 10.05.2020

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.

Requisition: SVN 2020 94 Site Management Coordinator (P3) Cox's Bazar, Bangladesh (56414919)

Released

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