



IOM International Organization for Migration

Vacancy Notice No: CON#NP/02/18

Position Title : **Consultant - Transition & Recovery**
Duty Station : **Various Districts, Nepal (TBC)**
Required Position : **5 Positions**
Type of Appointment : **Consultant Contract, Six months**
Estimated Start Date : **As soon as possible**

Closing Date : **May 24, 2018**

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 environment. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the overall guidance of the Chief of Mission (CoM) in Nepal and the direct supervision of the Program Manager, the successful candidate will be tasked to assist with the implementation of the IOM Nepal's projects under Transition and Recovery Unit. The position will be based in any of the earthquake affected district; Sindhupalchowk, Dolakha, Rasuwa, Dhading or Gorkha.

Core Functions / Responsibilities:

1. Serve as an official contact point for IOM in the assigned districts.
2. Liaise and engage with district and local level government agencies on the coordination and implementation of project activities in the selected districts.
3. Ensure that accountability to beneficiaries and transparency become integral part of all project related work.
4. Respond and communicate with the beneficiaries in a dignified manner regarding their complaints/feedback.
5. Prepare work-plans, reports and establish internal monitoring tools and regular progress reporting mechanisms, including timely planning.
6. Carry out monitoring of project activities on routine basis to observe and report on work progress and take proper action and update the line manager as required.
7. Timely coordination and follow up with the communities and other project stakeholders.

8. Inspect the proper record of stocks and supervise the implementing partner's record on warehouse stock and dissemination database related to the project to line manager in timely manner.
9. Coordinate and produce periodic reports as per the project and program requirements.
10. Plan and organize district and local level coordination meetings and trainings.
11. Assist the unit in ensuring display of program standards/visibility at each of program delivery site.
12. Assist the line manager in development of future DRR/emergency preparedness plans and initiatives.
13. Assist the unit in planning logistics and coordination of monitoring team.
14. Prepare the work delivery and evaluation reports and update the line manager periodically.
15. Assist in designing and carrying out DRR campaigns at local level.
16. Assist in translation of relevant documents, including IEC materials and other documents where applicable.
17. Any other task assigned by line manager.

Required Qualifications and Experience

Education

- Bachelor's degree in Development, Social Sciences, or Political Science

Experience

- Minimum of four years of practical experience in DRR, community stabilization, livelihoods or related field in the above mentioned districts.
- Experience and skills in program planning and implementation.
- Demonstrated experience in liaison, coordination management and networking with government authorities and stakeholders at the district level.
- Understanding of accountability towards beneficiary privacy and data protection.
- Knowledge of MS Excel, Outlook, Word, and Skype.
- Experience working with an NGO or INGO and/or governmental programmes.
- Excellent communication and interpersonal skills.
- Willingness to travel regularly to field.
- Ability to work independently.

Languages

Fluency in English, Nepali is required.

Note

Terms of Payment

Monthly payments within 2 weeks upon submission of approved timesheet and monthly mission report.

Required Competencies

Behavioural

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others

- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – Proactively develops new ways to resolve problems
- Leadership and Negotiation – Convinces others to share resources □ Presents goals as shared interests
- Performance Management – Provides constructive feedback to colleagues Provides 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
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

Other

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

Appointment will be subject to certification that the candidate is medically fit for appointment. Only Nepali Nationals will be considered for this position.

How to apply:

Interested Candidates are requested to submit their application indicating clearly the position applied, CVN number and CV with three references to the following address: **Human Resource Department, International Organization for Migration, P.O. Box 25503, Baluwatar, Kathmandu or email to iomnepaljobs@iom.int by 24 May 2018.** Only short listed candidates will be called for interview.

Posting period:

From 11.05.2018 to 24.05.2018