



IOM International Organization for Migration

**Vacancy Notice No: CON#NP/01/18**

Position Title : **Consultant - Transition & Recovery**  
Duty Station : **Kathmandu, Nepal**  
Required Position : **1 Position**  
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 Kathmandu office with frequent travels in the district of Kathmandu, Lalitpur and Bhaktapur.*

**Core Functions / Responsibilities:**

1. Serve as an official IOM Focal Point in the three districts in areas related to the implementation of the Community Resilience and Reconstruction Project.
2. Liaise and engage with Federal, Provincial, district and local level government agencies on the coordination and implementation of project activities.
3. Ensure that accountability to beneficiaries and transparency becomes 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 a 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. Coordinate and produce periodic reports as per the project and program requirements.
9. Plan and organize district and local level coordination meetings and trainings.
10. Assist the unit in ensuring display of program standards/visibility at each of program delivery site.
11. Assist the line manager in development of future Transition and recovery, community stabilization, Livelihoods, DRR/emergency preparedness programs and initiatives.
12. Assist the unit in planning logistics and coordination of monitoring team;
13. Prepare the work delivery and evaluation reports and update the line manager periodically.
14. Assist in designing and carrying out DRR campaigns at local level.
15. Assist in translation of relevant documents, including IEC materials and other documents where applicable.
16. Any other task assigned by line manager.

### ***Required Qualifications and Experience***

#### **Education**

- Master degree in Development, Social Sciences, or Political Science

#### **Experience**

- Minimum of five years of practical experience in DRR, community stabilization, livelihoods or related field.
- Experience and skills in program planning, implementation and monitoring and evaluation.
- Demonstrated experience in liaison, coordination management and networking with government authorities and stakeholders.
- 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](mailto: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