



IOM International Organization for Migration

Vacancy Notice

VN Number	AZVN2017-12
Position Title:	Liaison Assistant/Community Mobiliser
Duty Station:	Mingachevir, Azerbaijan
Classification:	General Service Staff, Grade G4
Type of Appointment:	One Year Fixed Term, with possibility of extension
Estimated Start Date:	As soon as possible
Closing Date:	December 07, 2017

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

The Migration and Development Program with special focus on agriculture and water provision aims to develop initiatives addressing the needs of rural communities and vulnerable groups through design, development and implementation of projects on water provision systems, such as kahrizes that aim at increasing access to water, mainstreaming migration into development, migrant training and pre-departure orientation, promoting inter-agency partnership and fair and ethical recruitment in line with international norms.

Under the overall supervision of the Chief of Mission and under the direct supervision of the Project Coordinator, the Liaison Assistant/Community Mobiliser will assist in monitoring field locations, liaising with project partners, organizations, and providing regular reports related to project.

Core Functions / Responsibilities:

Liaison Functions

- Assess needs of beneficiary communities for water in close coordination with Project Engineer
- Draft periodic project reports for submission to IOM Baku.
- Implement and/ or assist the Project Coordinator in the quarterly planning of activities.
- Provide logistical support in training/workshops/conferences and assisting in preliminary arrangements for necessary documentation (PRFs, contracts, agreements etc.)
- Conduct Initial participants' selection for above events and study trips

- Conduct Visit field locations on regular basis to ensure implementation of planned activities and receive feedback from all parties
- Coordinate with project engineers on matters pertaining to project implementation;
- Assist in maintaining external relations with possible partners of IOM in project site
- Respond to general inquiries from donor / partner organizations
- Draft donor reports and necessary documentation using IOM templates
- Arrange donor meetings to support successful implementation of the projects
- Perform other duties as may be assigned.

Community Mobiliser Functions

- Conduct survey and assist the Project Coordinator on selection of the project villages;
- Work closely with Project Coordinator and other social partners, in training and sensitizing communities for participation in the implementation of the project
- Support the execution of the beneficiary assessments to be conducted within project.
- Promote group formation in the villages and organize weekly group meetings;
- Facilitate the establishment of Water Users Committees in the project villages;
- Carry out regular meetings and orientation training for the members of the Water Users Committees;
- Assist the Water Users Committees in maintenance of records relating to the renovation work and regular meeting minutes;
- Assist the Engineering staff in mobilization of the community contribution for the project;
- Assist the Project Engineers in establishment of the demonstration plots near the Kahrizes;
- Keep close contact with the local Executive Committee, Municipalities and other relevant state agencies and civil society members
- Assist in the participatory evaluation of the social and economic impacts of the project on all members of the communities
- Assist the Project Coordinator in preparation of various project reports;
- Perform other duties as may be assigned.

Required Qualifications and Experience

Education

- Completed High School/Secondary School education from an accredited academic institution with minimum 4 years' professional experience or
- Completed Bachelor's Degree or Higher education in the related field with 2 years' relevant experience

Experience

- Professional experience in community mobilization, liaison and project implementation.
- Experience in writing donor reports;
- Solid knowledge of PCs and MS Office Software (Word, Excel, Outlook, Power Point, etc.);
- Prior experience of working within the UN Common System or in an international/non-governmental organization a distinct advantage.

Languages

Fluency in **English** and **Azerbaijani** is required.
Russian (intermediate) is an advantage.

Required Competencies

Behavioural

The incumbent is expected to demonstrate the following competencies:

- 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 – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- 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 and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are requested to submit their application including the **most recent CV with a cover letter in English** by indicating **name of the position** applied with its **VN number** in the subject line of the e-mail to bakuhr@iom.int by the end of **07 December 2017**.

Please note that only shortlisted candidates will be contacted