



IOM International Organization for Migration

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Position Title : **Programme Support Officer**
Duty Station : **Islamabad, Pakistan**

Classification : **Associate Programme Officer**
Type of Appointment : **(6) six months**

Closing Date : **October 31, 2008**

Reference Code : **Programme Support Officer - EXT**

General Functions:

In close collaboration with the Government of Pakistan and community members, the International Organization for Migration (IOM) is facilitating the implementation of community-based recovery and development grants aimed at improving basic community infrastructure and services, while strengthening Government – Community partnerships. Under the overall guidance of the Regional Representative, the general supervision of the Programme Manager and the direct supervision of the Programme Officer, the successful candidate will be responsible for supporting the smooth implementation of community grants implemented in Pakistan.

In particular he/ she will:

1. Develop a sound understanding, and provide regular monitoring, of the IOM grant-making cycle for the Programme.
2. Support the Field Unit in the writing of grants and final reports specific to each grant activity implemented in the field.
3. Support the Field Unit in ensuring the smooth implementation of the projects through the different steps of their life cycles (community endorsement, contracting, installments, etc.)
4. Track individual grant processes including but not limited to financial tracking to ensure IOM standards are met for budgeting and payments.

5. Assist the Programme Officer with the general implementation of the programme as requested by the Programme Officer.
6. Draft reports required for the programme including but not limited to weekly, monthly, and other project updates.
7. Assist with updating financial, narrative records and photographic files, in accordance with programme standards and requirements.
8. Perform such other duties as may be assigned.

Desirable Qualifications:

Education and Experience

- University degree relevant to the enumerated tasks.

Competencies

- Excellent written, communication and analytical skills;
- Ability to understand, develop and implement administrative and financial control procedures;
- Sound knowledge of development programme planning and implementation objectives;
- Proven ability to live and work effectively and harmoniously in a multi-cultural setting;
- Must be able to work under pressure; should be willing to work overtime and on weekends when required;
- Commitment, stamina and adaptability in the workplace;
- Sensitivity toward other cultures;
- Ability to use Access database and Microsoft Excel, Access, Outlook and Word.

Languages

Thorough knowledge of English. Knowledge of Urdu and/or Pashto an advantage.

Salary: All-Inclusive monthly Fee: USD 1,500 (take home)

How to apply:

Interested candidates should send their electronic CVs by email at the following address by October 31, 2008 at the latest, referring to this advertisement to Ms. Sobia Ashfaq - sashfaq@iom.int