



International Organization for Migration (IOM)  
The UN Migration Agency

## VN # IOM 0824-19

Position Title : **Project Support Assistant (Cash-Based Interventions (CBI))**  
Duty Station : **Tehran, Iran**  
Classification : *General service Staff, Grade G5*  
Type of Appointment : *Fixed term, one year with possibility of extension*  
Estimated Start Date : **As soon as possible**  
  
Closing Date : **August 05<sup>th</sup>, 2024**

*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.*

### **Context:**

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. The IOM mission in the Islamic Republic of Iran was established in 1991 and a cooperation agreement with the Iranian Government was signed in September 2002. Following the August 2021 political upheaval and resulting political transition in Afghanistan, IOM's operations in Iran have considerably expanded.

With a multidisciplinary team of international and national staff members, with humanitarian and development-oriented expertise, the IOM mission in the Islamic Republic of Iran is strategically positioned to actively contribute to the objectives set forth in the Afghanistan Situation Regional Refugee Response Plan 2024 for Iran, effectively addressing both immediate and long-term challenges faced by displaced Afghans and their host communities. IOM's strategic approach in Iran combining humanitarian and protection assistance, while laying the foundation for durable solutions, recovery, and longer-term sustainable development efforts is also outlined under IOM's Comprehensive Action Plan (CAP) for Afghanistan and Neighbouring Countries, which is the 2021-2024 regional appeal through which IOM reviews the scope of the response and related funding requirements. In line with IOM's Migration Crisis Operational Framework (MCOF), IOM Iran has developed its Crisis Response Plan (CRP) which details the planned response in the Country for the 2024-2025 period.

Under the overall supervision of the Chief of Mission (CoM), direct supervision of the the Protection Officer and in close coordination with Disaster Risk Reduction Coordinator, the successful candidate will be supporting the implementation of Cash-Based Interventions (CBI) in Islamic Republic of Iran.

***Core Functions / Responsibilities:***

1. Provide technical support on project activities and objectives in line with global and IOM standards for CBI and in close coordination with the Protection Officer, including conducting situational analysis, needs assessment, targeting and distribution.
2. Support the coordination and monitoring of the operational, administrative and financial aspects of CBI in accordance with IOM's policies, practices and global standards as well as relevant requirements, guidelines and donor agreements.
3. Provide technical support on the integration and mainstreaming of cross-cutting issues, such as Gender-Based Violence, Disability Inclusion, Child Protection and Accountability to Affected Populations, in all CBI activities.
4. Support the drafting and development of standard operating procedures for cash projects, including formulation of programme tools and methodology, in close coordination with colleagues to facilitate an efficient and effective CBI delivery, in line with IOM's policies and procedures for cash-based programming.
5. Support in the identification and monitoring of adequate transfer mechanisms and financial service providers to facilitate efficient and effective implementation of CBI.
6. Support in the implementation of needs and market assessments to gather information to be used for the selection, design and implementation of the most appropriate CBI modalities.
7. Provide technical support and capacity-building to the relevant staff posted in field locations (upon their recruitment) to implement cash activities effectively in order to achieve outcome and impact of projects and accountability to beneficiaries in line with IOM and donor policies.
8. Support the Monitoring and Evaluation Unit in conducting their activities in regard to all cash projects, particularly managing the Accountability to Affected Populations response mechanism for cash.
9. Support drafting of concept notes, project narratives, workplans and other project-related documents in close coordination with relevant units.

10. Act as the focal point for the administrative and technical aspects of CBI, including liaison with other units and external partners and service providers.
11. Contribute to drafting relevant project reports including assessment reports, project progress reports and human-interest stories in coordination with the Programme Support Officer.
12. Support the coordination regularly with relevant colleagues in implementing project plans and to support and follow up on the best utilization of project budget as well as synergies with other IOM projects.
13. Support report writing to present information and data related to CBI in the Islamic Republic of Iran and the preparation of reports, briefing notes, graphics, statistical tables, presentation and other forms of documentation, as needed.
14. Support IOM's participation in Cash Working Group or other CBI-related meetings, workshops and forums, as required, and assist in coordinating activities with local authorities, United Nations Agencies, national and international non-governmental organizations and other stakeholders.
15. Undertake regular duty travel to monitor project implementation and provide on-site guidance to the teams and verify that activities are conducted in line with donor requirements and project documents.
16. Perform such other duties as may be assigned.

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

#### **Education**

- University degree in Economics, Social Sciences, Political Science or a related field from an accredited academic institution with three years of relevant professional experience; or
- Completed High School from an accredited academic institution with five years of relevant professional experience.

## **Experience**

- Experience working in humanitarian settings;
- Demonstrated experience and knowledge in cash-based programming;
- Experience liaising with governmental authorities, other national and international institutions and NGOs, and building effective local partnerships including with the private sector;
- Experience in project management;
- Strong experience with databases, assessment tools and reporting.

## **Skills**

1. Knowledge of the fundamentals of CBI;
2. Familiar with innovative systems used in humanitarian sectors and a fast learner;
3. Ability to communicate effectively with vendors and beneficiaries;
4. Strong knowledge of Accountability to Affected Populations tools and methodologies;
5. Computer literacy, including in Microsoft Office Word, Excel, PowerPoint as well as KoBo Toolbox and report writing;
6. Strong interpersonal and communications skills;
7. Strong ability to work independently, organize work, meet deadlines, maintain composure, prioritize work under pressure, coordinate multiple tasks and maintain attention to detail.

## **Languages**

- For this position, fluency in English and Persian is required (oral and written).
- Working knowledge of Dari and Pashto is desirable

## ***Required Competencies***

The incumbent is expected to demonstrate the following values and competencies:

- Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- 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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected, and fairly treated.

### **Core Competencies**

- 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 actions and delegated work.
- Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

### **Other**

- The appointment is subject to funding confirmation.
- Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.

### ***How to apply:***

Interested candidates are requested to fill **the Personal History Form** attached and send it together with their **CV** and **cover letter** to the following address:

[IOMTehranRecruitment@iom.int](mailto:IOMTehranRecruitment@iom.int) no later than **05<sup>th</sup> August 2024**. Please take note that the vacancy notice number (VN # IOM 0824-19) must be referred to in your application/email and/or cover letter in order for an application to be considered valid. Only shortlisted candidates will be contacted.

### ***Posting period:***

From 23.07.2024 to 05.08.2024

***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.