



IOM International Organization for Migration
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Vacancy Announcement (VNMM019)

The International Organization for Migration (IOM) office in Yangon, a Geneva-based international organization with over 150 offices world-wide, is seeking qualified professionals to assist IOM to implement its DRR project in **South-East Region (Mon and Kayin States) of Myanmar**.

VA/12/039	DRR Field Project Manager	1 Position
VA/12/040	DRR Operations Officer _Technical	1 Position
VA/12/041	DRR Operations Officer _Community Capacity Building	1 Position
VA/12/042	Community DRR Specialist	8 Positions

Interested candidates are invited to submit an application letter and an updated CV with a maximum length of 3 pages including names and contact details of 3 referees (copies of certificates and further documents are not required at this stage) to below address;

International Organization for Migration
12th Floor, Traders Hotel,
Yangon, Myanmar
Phone: 25 25 60, 25 40 08
Email: hryangon@iom.int

Application deadline; 27 June 2012

Note that the cover letter should clearly state the title of the position that is applied for.

Only short-listed candidates will be contacted.



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Terms of Reference

Position/Title:	Community DRR Specialist
Unit:	Preparedness and Emergency Unit
Duty Station:	South-East Region (Mon and Kayin States)
Duration of Contract:	One Year Contract with 3 months probation period
Update:	June 2012

Background

IOM is committed to the principle that safe and orderly migration is a benefit to migrants and society, and is essential for achievement of the Millennium Development Goals. As a global intergovernmental organization, IOM supports governments to effectively manage the various challenges related to migration and also provides assistance to migrants. **Migration** can result from different environmental factors from the gradual environmental degradation including desertification, soil and coastal erosion to the natural disasters such as earthquakes, floods or tropical storms. Addressing these linkages from a human mobility perspective, IOM considers that **Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA)** are the way forward to help populations living in areas where hazards meet vulnerability. IOM is part of the International Strategy for Disaster Reduction (ISDR) Network and committed to the goals and principles of the Hyogo Framework for Action (HFA) to work with Governments and Communities to rebuild resilience to hazards. As a **Global Cluster lead for Camp Coordination and Camp Management (CCCM) in Natural Disasters**, IOM has a global responsibility within the Inter-Agency Standing Committee (IASC), ensuring that assistance is provided to the displaced. IOM has been implementing wide range of activities around the world over the years from preparedness and prevention, response and recovery with the aim of reducing vulnerabilities and managing the risks.

Based on emerging DRR needs in Myanmar and IOM expertise in the region combined with experiences gained from implementing emergency response projects in the aftermath of cyclones Nargis and Giri, IOM is now implementing a Disaster Risk Reduction Project in Mon and Kayin States of Myanmar. The project intends to contribute to the enhancement of the capacities of 55,000 persons at village, as well as Government and Township institutions, to adequately manage emergency preparedness, disaster risk reduction and emergency response. The project aims to support the Government's overarching national framework in Myanmar for preparedness for and response to natural hazards, as contained in the "Myanmar Action Plan on Disaster Risk Reduction (MAPDRR) 2009-2015". Therefore, IOM is inviting qualified nationals with expertise in the areas of project management/coordination and DRR technical support to assist IOM to implement its DRR project in South-East of Myanmar.

General Functions:

Under the general supervision of the DRR Field Project Manager and the direct supervision of the DRR Operations Officer - Community Capacity Building, the incumbent will be assigned for following tasks and responsibilities.

1. Liaise with local village tract and village authorities, as well as with beneficiary households and establish rapport with community- and tract-level stakeholders.
2. Identify the project's target villages according to IOM vulnerability criteria developed for the project.

3. Establish Village Disaster Management Committees at each confirmed target village and provide technical support for effective functioning.
4. Conduct the Village Vulnerability and Capacity Assessment (VCA) in all project's target villages.
5. Conduct training and awareness-raising sessions on Disaster Risk Reduction to be offered to members of Village Disaster Management Committees and select community members at each target village.
6. Coordinate the progress of work at each target village with DRR Field Coordinator and update VCA session and reports, different DRR trainings, DRR Action Plans and distribution of Disaster Preparedness and Response Kits.
7. Supervise the village-level activities of the Field Assistants in Community on a daily basis, in support of the above terms of reference.
8. Ensure beneficiaries' feedbacks are well responded and reported to the DRR Field Coordinator.
9. Support the monitoring and evaluation activities of the project.
10. Undertake regular duty travel throughout Mon and Kayin States, Thanintharyi region, as may be required.
11. Perform any other duties that may be required.

Desired Qualifications

- A University degree.
- Minimum 2 year working experience with UNs and NGOs and at least 1 year experience in implementing community-level DRR projects, preferably in Mon and/or Kayin States.
- Good knowledge on community mobilizing and participatory tools.
- Ability to reads, write and speak English is not necessary but considered an advantage.
- Computer literate (Ms. Word and Excel).
- Ability to work under difficult conditions.
- Understanding Mon and/or Kayin Language is an advantage.



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Terms of Reference

Position/Title:	DRR Field Project Manager
Unit:	Preparedness and Emergency Unit
Duty Station:	South-East Region (Mon and Kayin States)
Duration of Contract:	One Year Contract with 3 months probation period
Update:	June 2012

Background

IOM is committed to the principle that safe and orderly migration is a benefit to migrants and society, and is essential for achievement of the Millennium Development Goals. As a global intergovernmental organization, IOM supports governments to effectively manage the various challenges related to migration and also provides assistance to migrants. **Migration** can result from different environmental factors from the gradual environmental degradation including desertification, soil and coastal erosion to the natural disasters such as earthquakes, floods or tropical storms. Addressing these linkages from a human mobility perspective, IOM considers that **Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA)** are the way forward to help populations living in areas where hazards meet vulnerability. IOM is part of the International Strategy for Disaster Reduction (ISDR) Network and committed to the goals and principles of the Hyogo Framework for Action (HFA) to work with Governments and Communities to rebuild resilience to hazards. As a **Global Cluster lead for Camp Coordination and Camp Management (CCCM) in Natural Disasters**, IOM has a global responsibility within the Inter-Agency Standing Committee (IASC), ensuring that assistance is provided to the displaced. IOM has been implementing wide range of activities around the world over the years from preparedness and prevention, response and recovery with the aim of reducing vulnerabilities and managing the risks.

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General Functions

Under the overall supervision of the Chief of Mission and under the direct supervision of the Programme Manager and in close coordination with the Project Coordinator – Preparedness and Emergency Unit, the incumbent will work together with DRR field staff in all the technical aspects of implementation of IOM DRR programme operation in the field. Specifically, he/she will be assigned the following tasks and responsibilities.

Programme Management

1. Supervise project implementation of all 3 outputs of the project at the field level, including planning, implementation, monitoring and reporting of all DRR activities.

2. Take the overall technical lead on Output 2 of the project to review and assess existing State and Township Disaster Management Plans, and modify them (in the written form) for comprehensiveness in line with the local situation and needs as well as international principles and practices of DRR/preparedness;
3. Provide technical assistance to develop / revise DRR training and IEC materials and provide trainings to IOM field staff.
4. Conduct DRR training needs assessment of key stakeholders (State, Township and Village Disaster Management Committee Members and targeted beneficiaries).
5. Provide State and Township levels DRR trainings on implementation of State and Township Disaster Management Plans.
6. Provide and/or support State and Township level trainings on the CORE curriculum and IOM's internal curriculum on CCCM under Output 2, with support from the Programme Manager and/or IOM experts.
7. Provide technical support to DRR field teams, including ensuring that Vulnerability and Capacity Assessment (VCA) in communities are carried out according to agreed methodology, Village Disaster Management Committees are established, and Community DRR Action Plans are developed in all project villages as per project design and timeframe.
8. Conduct frequent monitoring visits to all sites where DRR roving teams are working to monitor the implementation of work according to the schedule and provide technical support.
9. Ensure all project activities are systematically and regularly recorded, shared, stored and reported. Take the lead on ensuring effective data collection throughout the project.
10. Assist to develop the M&E methodology for the project, oversee it's implementation in the field, and draft monthly narrative field reports on the progress of the project. Take the technical and operational lead on the implementation of an end-of-project internal evaluation.

Administration and Coordination

1. Liaise, coordinate and facilitate effective communication with government authorities, UN agencies, INGOs, and local organisations at State, Township levels to ensure that the project activities are in line with national and local government DRR frameworks and priorities. Represent IOM at local coordination meetings.
2. Ensure that the relevant information is shared / communicated with Programme Manager and Project Coordinator to allow smooth and consistent functioning of project activities.
3. Provide administrative and technical support / consultation for lower level DRR field staff as well as for Resource Management Unit Staff in the sub-offices with regard to allocation and management of the project budget and expenditures and day-to-day implementation of the project activities.
4. Act as a security focal person and be responsible for DRR project staff security in the field and ensure security measures are taken into account as per IOM and UNDSS guidelines.
5. Contribute to further project development in the region, if necessary.
6. Undertake regular duty travel within Mon and Kayin States, Thanintharyi region, as well as nationally, as may be required.
7. Perform any other duties that may be required.

Desired Qualifications

- Myanmar national with advanced university degree in Social Science or Disaster Management.
- Minimum of 5 years work experience in UN and/or NGOs in a project management position, with experience in DRR and/or preparedness highly desirable.
- At least 2 years of concrete experience in managing DRR/preparedness projects.
- Very good knowledge on training and utilization of community mobilization and participatory tools applied in DRR context.
- Demonstrated management skills for planning, supervision of staff, monitoring and evaluation, and writing clear and concise reports. High level of attention to detail and quality in all aspects of work.
- Excellent advocacy/liaison, presentation and facilitation skills.
- Demonstrable and proven problem solving skills.
- Good in written and spoken English and Myanmar.
- Computer literate (MS office applications and database management).
- Local knowledge and local language in project areas would be an advantage.
- Flexible and tolerant.



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Terms of Reference

Position/Title:	DRR Operations Officer _Community Capacity Building
Unit:	Preparedness and Emergency Unit
Duty Station:	South-East Region (Mon and Kayin States)
Duration of Contract:	One Year Contract with 3 months probation period
Update:	June 2012

Background

IOM is committed to the principle that safe and orderly migration is a benefit to migrants and society, and is essential for achievement of the Millennium Development Goals. As a global intergovernmental organization, IOM supports governments to effectively manage the various challenges related to migration and also provides assistance to migrants. **Migration** can result from different environmental factors from the gradual environmental degradation including desertification, soil and coastal erosion to the natural disasters such as earthquakes, floods or tropical storms. Addressing these linkages from a human mobility perspective, IOM considers that **Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA)** are the way forward to help populations living in areas where hazards meet vulnerability. IOM is part of the International Strategy for Disaster Reduction (ISDR) Network and committed to the goals and principles of the Hyogo Framework for Action (HFA) to work with Governments and Communities to rebuild resilience to hazards. As a **Global Cluster lead for Camp Coordination and Camp Management (CCCM) in Natural Disasters**, IOM has a global responsibility within the Inter-Agency Standing Committee (IASC), ensuring that assistance is provided to the displaced. IOM has been implementing wide range of activities around the world over the years from preparedness and prevention, response and recovery with the aim of reducing vulnerabilities and managing the risks.

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General Functions

Under the overall supervision of the Programme Manager and under the direct supervision of the DRR Field Project Manager and in close coordination with the Project Coordinator in Preparedness and Emergency Unit, the incumbent will directly manage 4 teams consisting of DRR Community Specialists and Field Assistants in all the technical and operational aspects of implementation of IOM DRR programme intervention in the field. Specifically, he/she will be assigned the following tasks and responsibilities.

Programme Management

1. Supervise implementation of all CBDRR activities from planning the operation, implementation, and monitoring to reporting, all according to the project workplan.

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2. Directly supervise 4 DRR roving teams day to day and provide operational support in all aspects of implementation on a daily basis.
3. Manage 4 DRR teams to carry out Rapid Village Vulnerability Assessment to select the project target villages according to criteria agreed for selection.
4. In each confirmed target village, direct the 4 roving DRR teams to implement Vulnerability and Capacity Assessment (VCA), establish Village Disaster Management Committees and develop Village DRR Action Plans, providing operational support throughout.
5. Conduct DRR training needs assessment of key stakeholders at community level (Village Disaster Management Committee Members and targeted community members).
6. Assist to develop / revise DRR training and IEC materials to be used in DRR trainings to members of Village Disaster Management Committees and beneficiaries.
7. Provide DRR related trainings to IOM field staff, members of Disaster Management Committee, beneficiaries and Village Volunteers on DRR related capacity building areas.
8. Coordinate and organize to conduct community levels trainings on writing of and implementation of Village DRR Action Plans.
9. Conduct on-going and regular monitoring visits to all sites where DRR roving teams are working to monitor the implementation of work according to the workplan and provide operational and technical support, working closely with the DRR Field Specialist.
10. Develop, update and maintain the project database.

Administration and Coordination

11. Liaise with officials to, coordinate and facilitate effective communication with Township and Village levels authorities and with lower level field staff to ensure that the project activities are implemented in a technically sound way and in a timely manner.
12. Ensure that the relevant information is shared / communicated to DRR Field Project Manager, Project Coordinator and Programme Manager to allow smooth and consistent functioning of project activities.
13. Perform any other duties that may be required.

Desired Qualifications

- Myanmar national with a university degree preferably in Social Science or Disaster Management.
- Minimum of 3 years work experience in UN and/or NGOs, with experience of project coordination (preferably in the field of DRR).
- Excellent communicator, with very good knowledge on training and utilization of community mobilization and participatory tools.
- Demonstrated management skills for planning, supervision of field staff, monitoring and evaluation. Ability to write clear and concise reports. High level of attention to detail and quality in all aspects of work.
- Very good team building skills and experiences.
- Demonstrable and proven problem solving skills.
- Good in written and spoken English and Myanmar.
- Computer literate (MS office applications and database management).
- Local knowledge and local language in project areas would be an advantage.



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Terms of Reference

Position/Title:	DRR Operations Officer _Technical
Unit:	Preparedness and Emergency Unit
Duty Station:	South-East Region (Mon and Kayin States)
Duration of Contract:	One Year Contract with 3 months probation period
Update:	June 2012

Background

IOM is committed to the principle that safe and orderly migration is a benefit to migrants and society, and is essential for achievement of the Millennium Development Goals. As a global intergovernmental organization, IOM supports governments to effectively manage the various challenges related to migration and also provides assistance to migrants. **Migration** can result from different environmental factors from the gradual environmental degradation including desertification, soil and coastal erosion to the natural disasters such as earthquakes, floods or tropical storms. Addressing these linkages from a human mobility perspective, IOM considers that **Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA)** are the way forward to help populations living in areas where hazards meet vulnerability. IOM is part of the International Strategy for Disaster Reduction (ISDR) Network and committed to the goals and principles of the Hyogo Framework for Action (HFA) to work with Governments and Communities to rebuild resilience to hazards. As a **Global Cluster lead for Camp Coordination and Camp Management (CCCM) in Natural Disasters**, IOM has a global responsibility within the Inter-Agency Standing Committee (IASC), ensuring that assistance is provided to the displaced. IOM has been implementing wide range of activities around the world over the years from preparedness and prevention, response and recovery with the aim of reducing vulnerabilities and managing the risks.

Based on emerging DRR needs in Myanmar and IOM expertise in the region combined with experiences gained from implementing emergency response projects in the aftermath of cyclones Nargis and Giri, IOM is now implementing a Disaster Risk Reduction Project in Mon and Kayin States of Myanmar. The project intends to contribute to the enhancement of the capacities of 55,000 persons at village, as well as Government and Township institutions, to adequately manage emergency preparedness, disaster risk reduction and emergency response. The project aims to support the Government's overarching national framework in Myanmar for preparedness for and response to natural hazards, as contained in the "Myanmar Action Plan on Disaster Risk Reduction (MAPDRR) 2009-2015". Therefore, IOM is inviting qualified nationals with expertise in the areas of project management/coordination and DRR technical support to assist IOM to implement its DRR project in South-East of Myanmar.

General Functions:

Under the general supervision of the Programme Manager, the direct supervision of the DRR Field Project Manager in close coordination with the Project Coordinator - Preparedness and Emergency Unit, the incumbent will be assigned for following tasks and responsibilities:

1. Develop training materials on all technical aspects of DRR and preparedness for the project's staff.
2. Take the lead to develop the technical criteria to identify the project's target villages, and offer technical inputs once the operation begin to identify and evaluate villages.

3. Give technical guidance for the implementation the Village Vulnerability and Capacity Assessment (VCA) in all the project's target villages and take the lead to evaluate the findings as a basis for the development of Village DRR Action Plans.
4. With technical support of the Field Project Manager, support the development of Village DRR Action Plans according to the findings of VVCAs. Take the lead to develop a methodology and then implement simulation exercises with select number of villages to test the Village DRR Action Plans.
5. Technically support training and awareness-raising sessions on Disaster Risk Reduction to be offered to members of Village Disaster Management Committees and community members at each target village.
6. Coordinate all technical inputs closely with the Field Coordinator, with the Field Coordinator taking the lead on planning implementation at the township level and all community-level activities. .
7. Work with the Project Coordinator and Field Project Manager to develop the technical content of trainings for government officials to be offered under the project, and support the provision of training on CCCM and CORE.
8. Support the Field Project Manager and the Project Coordinator to review and assess existing State and Township Disaster Management Plans, and modify them (in the written form) for comprehensiveness in line with the local situation and needs as well as international principles and practices of DRR/preparedness
9. Monitor the technical aspects of the project's Outputs 1 and 3, and support the internal evaluation of the project. Support the Field Project Manager with technical inputs to draft monthly project progress reports.
10. Undertake regular duty travel within Mon and Kayin States, Thanintharyi region, as well as nationally, as may be required.
11. Perform any other duties that may be required.

Desired Qualifications

- Myanmar national with a university degree preferably in Social Science, preferably Disaster Management.
- Minimum of 3 years work experience in UN and/or NGOs, with experience of operational coordination.
- At least 1 year of concrete experience in DRR projects, preferably at the management or coordination level.
- Demonstrated technical expertise in the area of DRR programming, for example DRR project development, DRR curriculum development, DRR training, DRR research/data collection, and/or monitoring and evaluation of DRR project.
- Ability to write clear and concise reports. High level of attention to detail and quality in all aspects of work.
- Demonstrable and proven problem solving skills.
- Very good in written and spoken English and Myanmar.
- Computer literate (MS office applications and database management).
- Local knowledge and local language in project areas would be an advantage.