



**SVNMM008**

**Open to Internal and External Candidates**

Position Title : **Senior Field Associate (AAP)**  
Duty Station : **Mandalay and Southeast (TBD)**  
Classification : **G-7**  
No. of Position : **2**  
Type of Appointment : **Special Short Term**  
Vacancy Number : **VA/2024/023**

Closing Date : **09 May 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.*

The United Nations Central Emergency Response Fund (CERF) works with Resident Coordinators/Humanitarian Coordinators and implementing agencies to ensure that measures are being taken to be accountable to the people it serves. As part of its Underfunded Emergencies (UFE) allocation, CERF dedicated a funding envelope to help strengthen collective measures on accountability to affected people (AAP) in 2024. The overarching objective of the dedicated AAP allocation is to empower affected people, including women, girls and young people, to continuously and effectively shape humanitarian decision-making, by supporting and engaging them, and the organizations that represent them, as equal partners.

Within the RC/HC infrastructure in Myanmar, the working group on AAP has received 2024 CERF funds to implement the following workstreams through a consortium comprised of IOM, Plan International and the World Food Programme to:

- i. Strengthen AAP coordination and capacity through training of humanitarian partners and through community-centred engagement (information provision, consultation, feedback) in the country's Northwest (NW) and Southeast (SE), two areas that face complex access challenges; and
- ii. Improve humanitarian information systems through sub-granting of local organizations and support community engagement, improved processes for collecting complaints and feedback in person in these regions, as well as capacity to provide information to targeted communities on their rights and assistance available.
- iii. Improve collective AAP in Myanmar by helping make sure communities are at the centre of decision making that impacts them through the development and maintenance of a Community Voices Platform. The CVP aggregates community-based feedback for trend analysis and tracks Humanitarian Country Team response to findings.
- iv. Provide coordination of the AAP/CE Working Group to ensure continued national-level coordination of AAP interventions in Myanmar.

IOM, as the grant holder and lead organization of two workstreams of this project, is seeking to recruit two Senior Field Associates, one based in the Northwest and one based in the Southeast, to lead the field-level implementation of this AAP project, focusing on engagement of local communities, working with local partners, capacity building and linking local level feedback with common, national-level data analysis systems.

## ***Core Functions / Responsibilities:***

Under the overall supervision of the Chief of Mission, and the direct supervision of the National Project Officer, the successful candidate will undertake the following tasks and responsibilities:

- Organise and lead sub-national coordination on AAP, in close coordination with OCHA, the AAP/CE Working Group, other project partners and humanitarian partners in the respective area of operations.
- Support the National Project Manager in the implementation of AAP activities under the CERF funded inter-agency project in the respective area of operations.
- Coordinate with local sub-grantees on AAP activities, including community engagement, establishment of complaints and feedback mechanisms, information sharing, and reporting.
- Lead and report on capacity strengthening of local sub-grantees through technical support, guidance and regular coordination.
- Support the National Project Manager and Plan International in the planning and implementation of capacity building activities in the respective area of coordination, including the preparation, implementation and monitoring and evaluation of trainings.
- Contribute to the development of tools and guidance materials and outreach to local actors in the respective area of operation for capacity building and AAP integration/mainstreaming.
- Act as a focal point and coordinate closely with the Community Voices Platform Steering Committee to support and build through the capacity of community-based organisation and local organisation to collect community feedback, meet CVP data standards and participate in the CVP. project IM Officer, ensure and
- Support monitoring and evaluation of activities, identifying achievements and issues and recommending corrective actions as required.
- Build a knowledge of the key gaps and needs in areas covered to be able to advocate for support and provide inputs to management team in further programme development; support documentation of learning and case study development..
- Perform field monitoring visits if the security situation is favourable.
- Perform other related duties as required.

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

### **Education**

- Bachelor's degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution with five years of relevant professional experience; or
- School diploma with seven years of relevant experience.

### **Experience**

- Knowledge of and experience in Accountability to Affected Populations activities and principles, including community engagement, complaints and feedback mechanisms, and information sharing;
- Experience of coordination in humanitarian settings;
- Experience working with conflict and disaster affected communities including refugees, internally displaced persons, victims of trafficking and other vulnerable groups; and,

- Prior work experience with international humanitarian organizations, nongovernment institutions/organization in a multi-cultural setting is an advantage.

### **Skill**

- Excellent coordination and liaison skills
- Good reporting and administrative skills
- Good writing skills
- Good communication skills
- Good organizational and time management skills

### **Languages**

For all applicants, fluency in English and Myanmar languages is required (oral and written).

### ***Required Competencies***

#### **Values**

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- 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.

#### **Core Competencies – behavioural indicators**

- 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 action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

#### **Managerial Competencies - behavioural indicators**

- Leadership: Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.
- Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.
- Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.
- Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- Humility: Leads with humility and shows openness to acknowledging own shortcomings.

## ***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, accreditation, and security clearances.

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

Interested candidates are invited to submit an application letter together with complete duly filled and signed **Personal History Form (PHF)** (copies of certificates and further documents are not required at this stage) to below address;

International Organization for Migration (IOM)  
Mission in Myanmar – Yangon Office  
No.50-B, Thiri Mingalar, 2nd street,  
Ward 8, Kamayut Township,  
Yangon, Myanmar  
Tel: +95 1 523509, +95 1 532279, +95 9 7323 6679, +95 9 7323 6680  
Email: [hryangon@iom.int](mailto:hryangon@iom.int)

## ***OR***

International Organization for Migration (IOM)  
Mission in Myanmar – Mandalay Office  
No.8/17, Hnin Si Road, Corner of 62A Street and 101A Street,  
Chanmyathazi Township, Mandalay, Myanmar

***Posting period:*** From 26 April 2024 to 09 May 2024