

Project Assistant (Protection/ PM&CM)



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Phone :

Web :

Job Summary

Vacancy :

Deadline : Oct 30, 2024

Published : Oct 18, 2024

Employment Status : Full Time

Experience : Any

Salary : As per organization salary scale

Gender : Any

Career Level : Any

Qualification :

Job Description

About CTG:

CTG staff and support humanitarian projects in fragile and conflict-affected countries around the world, providing a rapid and cost-effective service for development and humanitarian missions. With past performance in 17 countries – from the Middle East, Africa, Europe, and Asia, we have placed more than 20,000 staff all over the world since operations began in 2006.

CTG recruits, deploys and manages the right people with the right skills to implement humanitarian and development projects, from cleaners to obstetricians, and mechanics to infection specialists, we're skilled in emergency response to crises such as the Ebola outbreak in West Africa. Key to successful project delivery is the ability to mobilise at speed; CTG can source and deploy anyone, anywhere, in less than 2 weeks and have done so in 48 hours on a number of occasions.

Through our efficient and agile HR, logistical and operational services, CTG saves multilateral organisations time and money. We handle all our clients' HR related issues, so they are free to focus on their core services.

Visit www.ctg.org to find out more

Job Description:

Under the overall supervision of National Programme Officer (Protection) and the direct supervision of Senior Project Associate (Protection), and administrative supervision of relevant Head of Sub Office, the Incumbent will be responsible and accountable for supporting the Protection monitoring and case management activities.

Job Requirements:

Core Functions / Responsibilities:

1. Provide general/clerical assistance in the implementation of project activities – specifically, protection case management and protection monitoring.
2. Retrieve, compile, summarize, and present information/data on specific on protection interventions within KOBO and other reports.
3. Assist in the SPA in implementation of activities and reporting requirements
4. Support administrative coordination for project implementation, involving liaison with diverse organizational units or external parties to initiate requests, obtain necessary clearances, process, and follow-up on administrative actions related to protection screening, case management (including, CBI), and protection monitoring activities.
5. Support collection of protection information regularly, through interviews, surveys, focus group discussions with affected populations.
6. Support the organization of meetings, workshops and training sessions.
7. Respond to general information requests and inquiries; set up and maintain files/records of the protection case and support referrals for clients.
8. Assist the SPA in identifying service gaps and advocacy at the inter-agency level.
9. Perform other related duties as assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in Political Science, Social Science, International Relations, Development Studies, Human Rights, Law or related fields from an accredited academic institution with one (1) year of relevant professional experience or
- High School Diploma with three (3) years of relevant professional experience

Experience

- Experience in protection case management and Protection Monitoring particularly, working with returnees within the Afghan context.
- Experience conducting interviews with people at-risk and referring to services in accordance to their needs.
- Experience using KOBO for data entry.
- Experience in working with migrants, refugees, internally displaced people, victims of trafficking and other vulnerable groups.
- Experience in preparing the monthly report.
- Basic information on the migration issues within Afghanistan and the reasons why people migrate.
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

SKILLS

- In-depth knowledge of humanitarian principles.
- Good Communication skills.
- Basic knowledge of what IOM is doing in Afghanistan for migration and specifically for the undocumented Afghan returnees.
- Knowledge on child protection and Gender Based Violence (GBV)
- Knowledge of using data collection through KOBO
- Computer literacy (Microsoft Word and Excel) (required).
- Willing to collaborate with and support people from different ethnic groups and different religions (required).

Languages

- For all Applicants, fluency in English is required (oral and written).
- Working knowledge of Pashto or Dari is required.
- Fluency in all national language(s) are highly advantages.

Note: Qualified female candidates are highly encouraged to apply.

VALUES - All IOM staff members must abide by and demonstrate these five values:

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

Submission Guideline:

- Click on the link below and then click on 'Register and Apply' if you are not already registered with CTG.
- Follow the steps to provide your details and register;
- Provide the information marked in red.
- Save your profile and upload copies of your qualification and CV.
- Once your profile is created and saved go to Vacancies tab on the right corner.
- Click on the vacancy that you want to apply for.
- Provide your current employment details, date that you are available from and salary expectations.
- Tick the boxes and click submit.
- You will see your application under the Application tab
- Tayo (taylor.io)

Submission Email:

<https://app.taylor.io/jobs/detail/vac-17004-project-assistant-protection-pm-cm-15723>

Education & Experience

One (1) year of relevant professional experience

Must Have

Bachelor's degree in Political Science, Social Science, International Relations, Development Studies, Human Rights, Law or related fields from an accredited

Educational Requirements

Compensation & Other Benefits
