

Project Associate (SNFI/Roving)



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Phone :

Web :

Job Summary

Vacancy :

Deadline : Dec 03, 2024

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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 the Senior Programme Associate (SNFI/Field Coordination), and the direct supervision of the National Project Officer administrative supervision head of sub office, the successful candidate will contribute to roll out client CCCM programmes and will be responsible to support client CCCM unit, he/she will perform the following duties.

Job Requirements:

Core Functions / Responsibilities:

Assist in the implementation and monitoring of project activities.

Retrieve, compile, summarize, and present information/data on specific project topics.

Support administrative coordination of project implementation, involving liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, etc.

Draft natural disaster status reports, identifying shortfalls in delivery and bringing them to the attention of the supervisor.

Draft correspondence, reports, briefing notes, graphics, statistical tables, presentations, and other forms of documentation.

Organize meetings, workshops, and training sessions on the Afghan response, MSRAF and other tools

Coordinate with other IOM programs facilitating an integrated response to the target groups or people of concern.

Respond to general information requests and inquiries from the partner agencies on the assessment outcomes, and sharing initial outcomes captured through Joint assessment teams via Multi sector rapid assessment form (MSRAF)

Perform other related duties as assigned.

In collaboration and close supervision of Senior Project Assistant (Field Coordinator) (FC), conduct assessments of disaster affected, displaced families and other vulnerable groups.

Support the coordination of assessment and response of emergency assistance to target beneficiaries in at provincial, district and community level, monitor that all ESNFI

procedures are followed in-line with standard operating procedures.

Intense travel to the field for monitoring and roving activities

Perform such other duties as may be assigned.

Ensure the assessment forms such as Multi Sectoral rapid assessment form (MSRAF) at community and family assessment form (FAF) at household levels are encoded via Kobo tablet in ESNFI DB and all procedures are followed.

Encourage and train other partners to use MSRAF form during the assessment and ensure all MRAFs forms have been collected from relevant partners and encoded them into the system.

Support contingency planning under your area of responsibility (AoR) to ensure preparedness to any emergency event and proactive engagement with access focal point for smooth program service delivery to those in needs.

Assist in warehouse management and stock recording and organize kits in warehouse as per standard and in coordination with logistics focal point.

Building and keeping close contact with line departments, CDCs, community representative and other local channels to support on time reporting of any natural or man-made disaster incidents happened being reported to IOM.

Ensure participation of different groups of community people (Women, children, elderly people, widows, disable) in the ESNFI interventions.

Required Qualifications and Experience

Education

Bachelor's degree in social science, administration, law or in relevant field with three years of relevant professional experience

Or

High school diploma with five years of relevant experience.

Experience

Experience in Emergency Response in the region and familiarity with the Geographical context of the region.

Experience in liaising with governmental authorities (ANDMA and MoRR), national/international institutions, United Nations agencies and non-governmental organizations.

Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups and emergency projects.

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

Experience in the usage of office software packages and Kobo Toolbox is an advantage.

Skills:

Knowledge of Microsoft office and its application.

Effective communication.

Data Collection through Kobo toolbox

Knowledge of crowd control and distribution Management

Community and Resource Mobilization

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

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

- Integrity and transparency maintain 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 level 1

- 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 of 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.

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 (tayohr.io)

Submission Email:

<https://app.tayohr.io/jobs/detail/vac-19611-project-associate-snfi-roving-18330>

Education & Experience

Three years of relevant professional experience

Must Have

Bachelor's degree in social science, administration, law or in relevant field

Educational Requirements

Compensation & Other Benefits