

# Senior Project Associate (DTM-Operations)



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Phone :

Web :

## Job Summary

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Vacancy :

Deadline : Oct 10, 2024

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Employment Status : Full Time

Experience : Any

Salary : As per organization salary scale

Gender : Any

Career Level : Any

Qualification :

### 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](http://www.ctg.org) to find out more

### Job Description:

#### Context:

Under the overall supervision of the Senior Programme Coordinator -DTM and the direct supervision of the Operations Officer (DTM), the Senior Operations Associate will be responsible and accountable for providing support and contributing to development and implementation of the Displacement Tracking Matrix (DTM) initiatives and data collection in the country.

#### Core Functions / Responsibilities:

1. Support DTM Operations Officer with implementation of Flow Monitoring, Baseline Assessments, Community Based Needs Assessment, and other DTM Survey across multiple locations in Afghanistan.
2. Oversee the identification, recruitment of Team Leaders and Enumerators. Directly supervise Team Leaders from all provinces in Afghanistan where DTM activities are implemented. Liaising with IOM HR to ensure contract issuance or extensions as well as maintenance of various personal records and files etc.
3. Support strategic planning for expansion of DTM activities, provide inputs for operations risk analysis.
4. Lead the development of monthly operational plans for all DTM activities under their area of responsibility.
5. Travel to areas of operation to support the harmonization of relevant tools and practices, and to build capacities of Enumerators and Team Leaders by organizing trainings on issues related to DTM, including definitions, numbers, trends, methods etc;
6. Under direct supervision and guidance by DTM Operations Officer, lead on training of DTM Enumerators under his area of responsibilities.
7. Support DTM Operations Officer on overseeing administrative tasks for all DTM operations (such as coordinating leaves, DSA, travel request) including and not limited to understanding IOM admin procedures, program reporting methods.
8. Demonstrate commitment to the Prevention of Sexual Abuse and Exploitation (PSEA) and contribute to the mainstreaming of PSEA into data collection operations.
9. Monitor strict adherence to IOM's data protection principles across all programming interventions and build capacity of DTM staff and Enumerators in the field of data protection;
10. Perform other duties that may be assigned.

### Job Requirements:

#### Education

- Bachelor's degree in computer science, humanities etc with four (4) years of relevant professional experience.
- Or
- High school degree/certificate with six (6) years of relevant experience.

#### Experience

- Experience in DTM and implementation of DTM in field, IOM administrative, etc will be an advantage.
- Experience in the usage of office software packages (MS Word, Excel, etc.)
- Knowledge of DTM methodologies.
- Experience supervising big field teams.
- Experience in data collection tools- KOBO, ODK

#### SKILLS

- Demonstrated knowledge of the field as well as ability to coordinate and implementation at medium to large scale operations.
- Strong and demonstrated interest in migration and/or humanitarian issues
- Delivers set objectives in hardship situations
- Proven knowledge of data monitoring for DTM activities.

#### 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.

#### Required Competencies:

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.

#### Managerial Competencies – behavioural indicators level 2

- 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 potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

### 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\(tayohr.io\)](http://Tayo(tayohr.io))

### Submission Email:

<https://app.tayohr.io/jobs/detail/vac-15313-senior-project-associate-dtm-operations>

**Education & Experience**

four (4) years of relevant professional experience

**Must Have**

Bachelor’s degree in computer science, humanities

**Educational Requirements**

**Compensation & Other Benefits**