

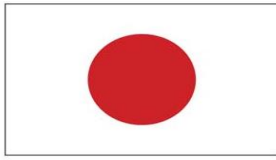
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the People of Japan**



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## Return of Qualified Afghans Programme TERMS OF REFERENCE

I. POSITION INFORMATION	
Position title:	Office economy manager
Host Institution:	Bright business complex
City:	Kabul
Position number:	1
Organizational unit:	Administrative unit
Reporting directly to:	Mr khalid stanikzai
Overall supervision by:	Mr khalid stanikzai
Managerial responsibility:	
Directly reporting staff:	khalid stanikzai
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>Under the direct supervision of Mr khalid stanikzai, and the overall supervision of Mr khalid stanikzai , the candidate will be primarily responsible for Office economy management.</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<p><u>Main duties and responsibilities:</u></p> <ol style="list-style-type: none"> <li>1. Planning Supervision control and Guidance and settlement of work</li> <li>2. Create methods, tools, standards and new procedures to get better results</li> <li>3. Participation and consultation with the central statistics department and the department of the Ministry of Economy</li> <li>4. Provide regular report on the implementation of Economic policies</li> </ol>	
IV. COMPETENCIES	
<p>The incumbent is expected to demonstrate the following technical and behavioural competencies:</p>	
Behavioural	
<p><b>Accountability</b></p> <ul style="list-style-type: none"> <li>▪ Accepts and gives constructive criticism</li> </ul>	



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- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

**Client Orientation**

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients

**Continuous Learning**

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

**Communication**

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

**Creativity and Initiative**

- Proactively develops new ways to resolve problems

**Leadership and Negotiation**

- Convinces others to share resources
- Presents goals as shared interests

**Performance Management**

- Provides constructive feedback to colleagues
- Provides fair, accurate, timely, and constructive staff evaluations

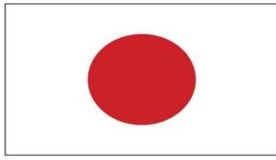
**Planning and Organizing**

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans

**Professionalism**

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity

**Teamwork**



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- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

**Technological Awareness**

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work

*Technical (specific to the job family)*

- The technical requirements are
- Being familiar with software SPSS, BPMN

**V. EDUCATION AND EXPERIENCE** *(specific to the category and (expected) level of the position )*

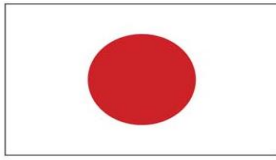
- A Completed university degree in Master Economy ( Economic development and planning)
- Minimum two years of relevant work experience in Economic analysis with demonstrable successes
- Excellent verbal and written communication skills in Dari/Pashto.
- \_\_\_\_\_
- \_\_\_\_\_

**VI. LANGUAGES**

Required

- |   |                                     |
|---|-------------------------------------|
| <ul style="list-style-type: none"> <li>▪ Dari</li> <li>▪ Pashto</li> <li>▪ English</li> </ul> | <p>Fluent<br/>Fluent<br/>Medium</p> |
|---|-------------------------------------|

Advantageous



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