



International Organization for Migration (IOM)
The UN Migration Agency

IOM-Return of Qualified Afghans (RQA) Project -2019/2020

Terms of Reference

Position Information:

| | | | |
|---------------------------------|--|--------------------|---|
| Organization: | Ministry of Refugees and Repatriations (MoRR) | | |
| Job Title: | Management and Reporting Specialist | Job Type: | Full Time |
| Number of Placements Available: | 1 | Closing Date: | 2019/April/15 |
| Gender: | <input type="radio"/> Male <input checked="" type="radio"/> Female | Contract Duration: | 10 months with a possibility for extension up to 12 months in Total |
| Sector: | Policy Support | Vacancy Number: | IOM-RQA 2019-2020 (MoRR) 003 |
| Sub Sector: | Management | | |
| Job Location (Province): | Kabul | City: | Kabul |

Context:

Under the overall supervision of the Minister of Refugees and Repatriation and the direct supervision of the Chief of Staff , the successful candidate will undertake the below mentioned responsibilities supporting the Ministry of Refugees and Repatriation.

Responsibilities:

- Provide technical Support to the MoRR Chief of Staff and relevant sub directorates on, follow up of the decision of the cabinet, president office, minister's instructions and similarly prepare report to high level government department and other national and international agencies.
- Assist with strengthening the coordination with other line ministries and government institutions, UN agencies, NGO and departments of MoRR with ministry and provincial directorates.
- Maintain records of incoming letters and outgoing letters from and to of senior government departments
- Assist the MoRR Chief of Staff in developing short to long term plans for the different departments and tools to track progress and challenges and report them accordingly.
- Assist the Minister and Deputy Minister in development of discussion points, presentations, brochures and other administrative arrangements as required.
- Identify strategic needs and opportunities and for capacity development of MoRR staff.
- Assist with identification of sources of funding and negotiating agreements with donors/funding mechanisms (e.g. UN funds, bilateral donors).



International Organization for Migration (IOM)

The UN Migration Agency

- Collect and consolidate weekly, monthly and quarterly reports, from the technical central directorates within MoRR on humanitarian assistance and development projects and ensuring statistics are correct and on time.
- Develop and Maintain prescribed reporting systems to ensure the objectives, indicators and outcomes of the MoRR Program directorate are reflected well in the reports.
- Track data collection for monthly, quarterly and annual reports, lead the development of relevant reports for the intended audiences.
- Carry out other relevant tasks, as instructed by the MoRR leadership.

Educational qualifications:

Minimum requirement of a Bachelor-level degree in Management, Social Science, Communication Management or other related fields with at least (2) two years of relevant and professional experience. Master's Degree in the related field with 3 years relevant experience is an asset.

Skills: Strong in literature and grammar of Dari; strong management skills and be able to improve the management capacity of relevant staff.

Experience:

Minimum of 2 years of experience in advisory, management, reporting writing, technical assistance with government or related functions;

Languages:

Fluency in Dari required. Good knowledge of Pashto preferred. Working knowledge of English is preferable.