



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **WASH Project Assistant (GIS/IM)**
Duty Station : **Kyiv, Ukraine**
Classification : **General Service Staff, Grade G5**
Type of Appointment : **Special Short-Term, Nine months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **16 August 2022**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the overall supervision of the Chief of Mission and WASH Program Manager, and direct supervision of Program Officer (WASH), the incumbent will be responsible for carrying out WASH project functions in accordance with IOM's regulations, rules and procedures.

Core Functions / Responsibilities:

1. Support the IOM Ukraine WASH program interventions according to the agreed IOM WASH program response strategy and plan.
2. Assist in developing and producing maps and related products to support the IOM WASH projects.
3. Assist in the maintenance of the IOM geo-database and support in the data collection processes, query, analysis, and the overall data management activities.
4. Identify needs and advise on Geographic Information Systems (GIS)/mapping tools and products.
5. Liaise with other GIS organizations and personnel information management to promote enhanced coordination and information sharing.
6. Provide technical support and inputs into ongoing information management initiatives and partnerships.
7. Participate in relevant inter-agency and Cluster GIS and Information management (IM) technical working groups (TWGs).
8. Assist IOM WASH Emergency responses and operations by contributing to the design, development, and systematic maintenance of a relevant spatial data infrastructure
9. Provide input for geographic data and administrative divisions for various IOM databases for tracking emergency WASH responses in Ukraine.

10. Submit daily, weekly, and monthly reports on time using standard format as requested by WASH program officer
11. Effectively work together with WASH Cluster IMO's and partners in sharing necessary information and executing WASH response activities. Maintain effective communication and networking with National WASH Cluster and Regional Sub-Cluster IMO's through collaboration.
12. Coordinate closely with local government and sectoral stakeholders/counterparts to exchange information on the implementation of WASH projects.
13. Suggest areas for improvement and record lessons learnt for future activities.
14. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree or equivalent in geographic information systems, geography, computer science, or a related field with at least three years of professional work experience

OR

- High School Diploma/Certificate with at least 5 years of professional work experience.

Experience

- Experience in related position in the development of geographic information systems, preferably with international organizations or national authorities.
- Experience in emergency relief, humanitarian or development program is an added advantage. Proven ability to interact successfully with key partners is highly desirable.
- Thorough knowledge of GIS software, ESRI ArcGIS primarily and other products.
- Knowledge of MS-Excel and database (MS Access) management.
- Proficiency in computer applications (MS Word, Excel, Outlook, Power BI, etc.)
- Versatile in use of design related software (e.g., AutoCAD) and ability to prepare schedules
- Demonstrated ability to maintain integrity in performing responsibility assigned
- Must have strong analytical, planning and people management skills
- Ability to prepare clear and concise report

Languages

Fluency in English and Ukrainian (oral and written). Russian is desirable.

The incumbent is expected to demonstrate the following values and competencies:

Values

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

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 action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and security clearances.

A prerequisite for taking up the position is legal residency in the country of the duty station and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their applications filling in the [IOM Personal History Form](#) and sending to iomukrainerecruitment@iom.int by **16 August 2022** the latest, referring to this advertisement in the subject line of your message.

Only shortlisted candidates will be contacted.

Posting period:

From 02.08.2022 to 16.08.2022