

Position Title : **Programme Support Officer (Water Sanitation and Hygiene (WASH))**

Duty Station : **Juba, South Sudan**

Classification : **Professional Staff, Grade P2**

Type of Appointment : **Special short-term graded, six months with possibility of extension**

Estimated Start Date : **As soon as possible**

Closing Date : **20 December 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 work environment. Read more about diversity and inclusion at IOM at www.iom.int/diversity.

Applications are welcome from first- and second-tier candidates, particularly qualified female candidates as well as applications from the non-represented member countries of IOM. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

For the purpose of this vacancy, the following are considered first-tier candidates:

1. Internal candidates
2. Candidates from the following non-represented member states:
Antigua and Barbuda; Aruba (Netherlands); Botswana; Cabo Verde; Comoros; Congo (the); Cook Islands; Curaçao; Fiji; Grenada; Guinea-Bissau; Holy See; Iceland; Kingdom of Eswatini; Kiribati; Lao People's Democratic Republic (the); Madagascar; Marshall Islands; Micronesia (Federated States of); Namibia; Nauru; Palau; Saint Kitts and Nevis; Saint Lucia; Saint Vincent and the Grenadines; Samoa; Sao Tome and Principe; Seychelles; Solomon Islands; Suriname; The Bahamas; Timor-Leste; Tonga; Tuvalu; Vanuatu

Second tier candidates include:

All external candidates, except candidates from non-represented member states.

Context:

IOM South Sudan Country Office (CO) has a broad range of programming centred around three broad areas: humanitarian coordination and support; humanitarian response and resilience; and peacebuilding, transition and development. Humanitarian coordination and support includes leading/co-leading the Camp Coordination and Camp Management (CCCM) and Shelter and Non-Food Items (NFI) Clusters, Displacement Tracking Matrix (DTM), Water, Sanitation and Hygiene (WASH) and management of WASH and Shelter and NFI core-pipelines, humanitarian hubs and common transport services. Humanitarian response and resilience includes CCCM, WASH, Shelter and NFI, health, protection, gender equality and inclusion, mental health and psychosocial support and the management of a Rapid Response Fund. Under peacebuilding, transition and development, South Sudan CO implements

programming on housing, land and property issues, transition and recovery, transhumance conflict prevention, community-based violence reduction, community development and migration management.

Under the overall supervision of the Head of Humanitarian Operations and Assistance and the direct supervision of the Programme Coordinator (WASH), the Programme Support Officer (WASH) will be working as a member of a team of WASH engineers and programme staff towards the successful implementation of IOM WASH - related projects in South Sudan. They will be required to work closely with IOM support units to ensure efficient and effective coordination of WASH related support activities.

Core Functions / Responsibilities:

1. Support in the coordination of IOM WASH projects country wide.
2. Coordinate and liaise with WASH Officers in Sub-Offices of South Sudan CO on the progress of projects implementation.
3. Maintain up-to-date knowledge of all IOM WASH projects in South Sudan and manage information flows.
4. Assist in tracking project objectives, outputs and indicators committed.
5. Draft reports (regular updates, sit-reps, factsheets, briefings, etc.) of project activities as requested by the Programme Coordinator (WASH), ensuring that they are appropriate to the target audiences and timely dissemination of products.
6. Draft accurate and concise input for success stories.
7. Assist the Programme Coordinator (WASH) in the monitoring of the financial management of projects.
8. Maintain records of projects files and documents related to Supply Chain, Human Resources (HR) and Finance.
9. Monitor stock levels of IOM prepositioned WASH materials in Juba and Sub-Offices.
10. Liaise with IOM Procurement and Logistics Unit for the follow up of the procurement of WASH materials and the delivery to the Field Offices in a timely manner.
11. Contribute to the general operations troubleshooting and problem solving.
12. Monitor the project budget and financial expenditures and check whether the administrative procedures are in line with the work-plan, alert Programme Coordinator (WASH) on shortfalls and over-expenditures.
13. Process advances and payment requests and initiate coercive action, when necessary.
14. Provide management support and advice to the operations of the WASH Unit.
15. Support the coordination and management of communications.
16. Participate in meetings with United Nations (UN) agencies, Non-Governmental Organizations (NGOs) and other stakeholders, as required.
17. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Business Administration, Engineering, Computer Science, or a related field from an accredited academic institution with two years of relevant professional experience; or
- University degree in the above fields with four years of relevant professional experience.

Experience

- Proven experience in Water, Sanitation and Hygiene (WASH) programming in an emergency context;
- Experience in the field of humanitarian emergencies, including operational and field experience, IOM project implementation, and management;
- Experience in liaising with governmental authorities, other national/international institutions and NGOs;
- Experience in monitoring and reporting; and,
- Experience with the regional issues is an advantage.

Skills

- Good management and coordination skills;
- Good interpersonal, cross-cultural and diplomatic skills, and ability to harmoniously collaborate with variety of internal and external stakeholders;
- Proven ability to deliver results and achieve measurable impact in context of operational complexity;
- Proven problem-solving skills, including the ability to address problems pro-actively and creatively, foresee and mitigate risks and overcome operational challenges as they arise; and,
- Proven ability to successfully operate in high-stress environments and maintain high professional standards in hardship locations.

Languages

IOM's official languages are English, French, and Spanish.

External applicants for all positions in the Professional category are required to be proficient in English and have at least a working knowledge of one additional UN Language (Arabic, Chinese, French, Russian, or Spanish).

For all applicants, fluency in English is required (oral and written). Working knowledge of Arabic, French, Spanish, and/or a local language is an advantage.

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

Notes

¹ Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

Required Competencies:

Values - all IOM staff members must abide by and demonstrate these three 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 level 2

- **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.

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.

IOM's competency framework can be found at this link.

https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf

Competencies will be assessed during a competency-based interview.

Other:

Internationally recruited professional staff are required to be mobile.

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

This selection process may be used to staff similar positions in various duty stations. Recommended candidates will remain eligible to be appointed in a similar position for a period of 24 months.

The list of NMS countries above includes all IOM Member States which are non-represented in the Professional Category of staff members. For this staff category, candidates who are nationals of the duty station's country cannot be considered eligible.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.

Vacancies close at 23:59 local time Geneva, Switzerland on the respective closing date. No late applications will be accepted.

How to apply:

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 20 December 2022 at the latest, referring to this advertisement.

IOM only accepts duly completed applications submitted through the IOM e-Recruitment system. The online tool also allows candidates to track the status of their application.

Only shortlisted candidates will be contacted.

For further information please refer to: www.iom.int/recruitment

Posting period:

From 07.12.2022 to 20.12.2022

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.

Requisition: SVN 2022 332 Programme Support Officer (Water Sanitation and Hygiene (WASH)) (P2)
Juba, South Sudan (57872151) Released
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