

## Call for Applications

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

Duty Station : **Multiple Duty Stations**

Classification : **Professional Staff, Grade UG**

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

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

Closing Date : **22 March 2023**

*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.*

Internal and external candidates will be considered for this vacancy. For the purposes of this vacancy, internal candidates are defined as staff members holding a regular, fixed-term or short-term graded or ungraded contract, including Junior Professional Officers (JPOs), staff on Special Leave Without Pay (SLWOP), and staff members on secondment/loan released by the Organization, unless otherwise specified in their contract. Staff members holding a regular, fixed-term or short-term graded contract will not retain their contract type if appointed to an ungraded position.

### **Context:**

Under the overall supervision of the Chief of mission of the respective duty station and direct supervision of the (Water, Sanitation and Hygiene (WASH) focal point, the Programme Officer WASH will provide support in the implementation and monitoring of WASH related activities.

### **Core Functions / Responsibilities:**

1. Strategy: Contribute in the development and execution of the WASH strategy/response plan for IOM in alignment with the overall emergency response plan of the organization.
2. Oversight: Ensure that the project(s) activities under responsibility meet their intended scope, time and budget as per the project's work plan as designed by the Programme Manager and inform of any delay or workaround required for timely completion of activities.
3. Resource Mobilization: Provide necessary information and documentation to the WASH Programme Manager for the preparation of project proposals and/or for IOM to contact potential donors. Actively assist in the coordination of donor visits. Contribute to contingency planning for possible WASH emergency response if required.
4. Supervision and control areas /aspects:
  - a. Technical: Prepare and or review technical specifications, bill of quantities (BoQs) , drawings of the WASH infrastructure planned to be implemented as necessary in order to guarantee quality of the output and alignment to donor requirements. Assess technically the progress of

the project(s) under supervision to ensure that compliance of outputs to planned targets is achieved.

b. Financial: Contribute in the monitoring of project(s) budget according to internal and donor requirements. Adhere to the guidelines provided by the WASH programme manager regarding the use of budget lines for the project(s) activities.

c. Human Resource: Mentor, coach and manage the staff under supervision and help to resolve team conflicts.

d. Procurement: Plan and supervise the project(s) procurements in line with approved by the WASH Programme Manager specifications or BoQs, working in close coordination with the procurement and logistics unit to ensure that the required materials and items are procured and delivered to the respective sites in a timely manner. Follow up the schedule with contractors and prepare and sign completion certificates. Work closely with the administrative units of IOM to ensure adequate contracts management; close out procedures and final payments to the contractors.

#### 5. Coordination:

a. External: In coordination with the WASH Programme Manager, actively liaise with the WASH Cluster; other WASH agencies, government authorities / entities and any other relevant stakeholder to ensure that IOM WASH activities are coordinated to avoid duplication, violation of national regulations or contravention of operational agreements set by the humanitarian community at the country level. Ensure that all relevant permits and authorizations are obtained from the local authorities to guarantee project stability and good relations with the local government.

b. Internal: Under the direction of the WASH Programme Manager, coordinate the implementation of activities with IOM support units and ensure that inter-sectoral activities / approaches are planned and coordinated with the respective units / programmes.

6. Communications: Maintain an effective and active communication with all the stakeholders. Make sure that the relevant and necessary information is transmitted on a timely manner upstream to the WASH Programme Manager and downstream to the members of the WASH team under supervision.

7. Monitoring and Evaluation: Monitor the project implementation by performing regular visits to the areas of operation and record relevant data for further analysis. Ensure that all the project data and information is archived and shared appropriately. Prepare and submit regular progress reports to the WASH Programme Manager indicating progress, constraints and requirements for project completion.

8. Cross cutting issues: Contribute to ensure that cross-cutting issues are integrated in the WASH programming such as gender-based violence (GBV) , Accountability to Affected Populations (AAP), Environment and other cross cutting issues of relevance.

9. Any other duties: Perform such other duties that may be assigned.

### ***Required Qualifications and Experience:***

#### **Education**

- Master's Degree in Civil Engineering, Chemical Engineering, Mechanical Engineering, Environmental Engineering, Geology, 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

- Experience in the implementation of WASH activities in developing countries, preferable in countries facing humanitarian crises and in support of emergency responses; experience in the region is an advantage;
- Experience in the design and implementation of WASH infrastructure, including contract management;
- Experience in the implementation of activities that include the promotion of hygiene.

## Skills

- Excellent Monitoring and Evaluation (M&E) Skills; Managerial Skills; Organizational Skills;
- Ability to work with limited supervision;
- Works effectively with Donors, local authorities, stakeholders, beneficiaries, and the broader community to advance country office or regional objectives

## 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 the local language in the duty station 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

<sup>1</sup> 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 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

- **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 leadership and professional potential.
- **Empowering others:** Creates an enabling environment where staff can contribute their best and develop their potential.
- **Building Trust:** Promotes shared values and creates an atmosphere of trust and honesty.
- **Strategic thinking and vision:** Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- **Humility:** Leads with humility and shows openness to acknowledging own shortcomings.

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](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.

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 22 March 2023 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](http://www.iom.int/recruitment)

### **Posting period:**

From 09.03.2023 to 22.03.2023

**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: CFA 2023 15 Programme Officer (Water, Sanitation, and Hygiene (WASH)) (UG) Multiple  
Duty Stations (58010830) Released

Posting: Posting NC58010831 (58010831) Released