

Position Title : **Project Officer (Water, Sanitation and Hygiene (WASH))**
Duty Station : **Ma'rib, Yemen**
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 : **18 September 2024**

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](#); [Barbados](#); [Comoros](#); [Congo \(the\)](#); [Cook Islands](#);
[Guinea-Bissau](#); [Holy See](#); [Iceland](#); [Kiribati](#); [Lao People's Democratic Republic \(the\)](#); [Latvia](#); [Madagascar](#); [Marshall Islands](#); [Micronesia \(Federated States of\)](#); [Namibia](#); [Nauru](#); [Palau](#); [Saint Kitts and Nevis](#);
[Samoa](#); [Sao Tome and Principe](#); [Solomon Islands](#); [Suriname](#); [The Bahamas](#);
[Tonga](#); [Tuvalu](#); [Vanuatu](#)

Second tier candidates include:

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

Context:

Under the overall supervision of the Senior Field and Programmes Coordinator and the direct supervision of the Programme Coordinator (Water, Sanitation and Hygiene (WASH)), the Project Officer (WASH) will provide technical, administrative and logistical support for the development, implementation and monitoring of WASH program activities.

Core Functions / Responsibilities:

1. Coordinate the implementation of the activities required for the successful completion of the WASH projects for the Internally Displaced Person (IDP) response in Ma'rib following closely the donor(s) requirements and the directions of the Programme coordinator (WASH).

2. Check that the project(s) activities meet their intended scope, time and budget.
3. Check that activities are performed in accordance to the specifications in the project proposal and notify in timely manner of any relevant change request.
4. Adhere to the project work plan (project schedule) designed by the Programme Coordinator (WASH) and promptly bring to the attention of the Programme Coordinator (WASH) any delay or work around required for timely completion of activities.
5. Track and follow-up on the project budgets according to internal and donor requirements and adhere to relevant budget lines.
6. Monitor the project implementation by performing regular visits to the areas of operation, check that materials are being properly utilized and that WASH items are effectively distributed to the beneficiaries. Follow up the schedule with contractors and produce and sign completion certificates. Work closely with the Head of Sub-office and admin and finance assistant for contracts management, close out procedures and final payments to the contractors.
7. In close collaboration with the procurement and logistics assistants at Juba and Sub-Office level, coordinate procurement in line with approved specifications or Bills of Quantity (BoQ) for the release and delivery of required materials and items to the respective sites in a timely manner.
8. Liaise and communicate with relevant stakeholders. Draft progress reports for the WASH cluster focal point in Ma'rib. Internally submit a weekly report to the head of Sub-Office and WASH Programme Coordinator indicating progress, constraints and requirements for project completion. Ensure that project data and information is archived and shared appropriately.
9. Work to mobilize the community with the support of the Community Mobilizers and Hygiene Promoters under supervision, in order to facilitate participation, involvement and contribution of the targeted communities for the completion of the activities included in the IOM WASH projects allocated for Ma'rib.
10. Track and follow up on the required operational agreements or authorizations from the local authorities for project stability and good relations with the local government.
11. Provide necessary information and documentation for the preparation of project proposals for IOM to contact potential donors. Contribute to contingency planning for possible WASH emergency response if required. Facilitate the integration of cross-cutting issues in the WASH programming such as Gender-Based Violence (GBV), Accountability to Affected Populations (AAP), Environment and other cross cutting issues of relevance.
12. Provide technical and administrative guidance to staff under supervision; support the performance evaluations and help to resolve team conflicts.
13. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Engineering (Civil, Environmental, Electromechanical or Chemical), Geophysics, Hydrogeology, Geology or Public Health 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 technical design, management, and/or implementation of WASH infrastructure and services in a development context including contract management is desirable.
- Experience in the region of IOM operations is an advantage.
- Experience in the implementation of WASH activities in humanitarian crises and in support of emergency responses.
- Experience in program management, coordination and/or support.
- Experience in maintaining working relationships with clusters, inter-agency coordination mechanisms and other stakeholders.

Skills

- Advanced know-how and skill in Water, Sanitation and Hygiene (WASH) principles in humanitarian and development settings.
- Excellent technical knowledge of WASH principles with a special focus on WASH infrastructures.
- Ability to coordinate a team in a complex post-crisis humanitarian setting.
- Good interpersonal, cross-cultural, and diplomatic skills.
- Proven ability to successfully operate in high-stress environments and hardship locations.
- Demonstrated know-how and skills in integrated water resources management, ecological engineering, environmental sustainability, food security and climate resilience.
- Advanced computer literacy in Autocad, GIS, Hydraulic Engineering Software (Epanet, WaterCad, WaterHammer, etc.), Microsoft Office Suite (MS Word, Excel, and PowerPoint).
- Knowledge of the region is an advantage.

Languages

IOM's official languages are English, French, and Spanish. All staff members are required to be fluent in one of the three languages.

For this position, fluency in English is required (oral and written). Working knowledge of Arabic and/or another official UN language (Chinese, French, Spanish, and Russian) 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 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 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 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 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 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

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 background verification 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 18 September 2024 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 05.09.2024 to 18.09.2024

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 2024 227 Project Officer (Water, Sanitation and Hygiene (WASH)) (P2), Ma'rib Yemen (59130316) Released

Posting: Posting NC59130317 (59130317) Released