

Position Title : **Project Officer (WASH Common Pipeline)**
Duty Station : **Sana'a, 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 : **23 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); 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)), and in coordination with the relevant Units and WASH, Health and Nutrition Clusters, the Project Officer (WASH Common Pipeline) will support the successful implementation of the WASH Common Pipeline programme in Yemen.

After nine years of conflict, the needs in Yemen remain immense. In 2024, over half of the country's population requires humanitarian assistance and protection services including WASH supplies.

The WASH cluster is targeting 7.3 million individuals out of 17.4 million in need of WASH services. For emergency situations, the Cluster will maintain a core rapid response mechanism including prepositioning WASH items as emergency preparedness measure and effective

response mechanism. IOM in coordination with the WASH cluster is planning to benefit over a million vulnerable Yemenis subject to emergency and slow onset WASH needs through the common pipeline during the year.

Core Functions / Responsibilities:

1. In close coordination with WASH and Procurement and Logistics Unit (PLU) and PLU Officers, assist with and provide technical and administrative support for the management of the entire cycle of IOM WASH pipeline activities, including coordination with Clusters and partners.
2. Ensure that the pipeline activities and processes follow standard operating procedures (SOP), as agreed with WASH Cluster and partners, and update Standard operation procedure as and when necessary.
3. Review, and if necessary, update pipeline agreements/amendments and required tools (need assessment, WASH pipeline request form, post distribution reporting, damage/lost incident reporting, partner monitoring). In close coordination with IOM Resource Management Unit and Legal Unit, coordinate the agreements between IOM and WASH pipeline partners. Ensure that the WASH pipeline agreement is updated and renewed annually.
4. Monitor stock levels against the supply's procurement and prepositioning plan and work to ensure adequate levels are maintained across the country. Receive and administer WASH pipeline requests from partners. Coordinate the release of supplies to the requesting agencies from IOM warehouses after receiving endorsement by respective cluster coordination team.
5. Track/verify WASH pipeline supplies procurements, preposition/transportation and distribution data and maintain common pipeline tracking systems. In close coordination with Supply Chain unit, crosscheck different data sets and reconcile data gaps on supplies delivery and stock. Provide operational information that will be used for allocation of items.
6. Coordinate dispatch of WASH pipeline supplies in close coordination with IOM logistics and warehouse colleagues, facilitating completion, accurate record keeping, and follow up on issues. Support procurement processes for all WASH pipeline supplies in close coordination with Supply Chain unit.
7. Provide regular update of the activities and events related to the common pipeline stock status and activities during the weekly internal coordination meetings and as required for donors and senior management engagement.
8. Conduct regular distribution monitoring at partner distribution sites and provide constructive feedback and recommendations. Receive and, as appropriate, respond to partners feedback and queries, including recommendations for the overall improvement of the common pipeline strategy. In close coordination with Project Support Officer, conduct the annual WASH Pipeline satisfaction survey.
9. Provide capacity building, guidance and support to partners in the context of effective use of IOM's common pipeline assistance. Review and recommend updates to capacity building materials, facilitating the mainstreaming of cross cutting issues accordingly.
10. Participate in national and subnational WASH cluster and Shelter/Non-Food Items (NFI) Cluster coordination meetings and in meetings with donors and/or other relevant stakeholders. Provide accurate and up to date information on common pipeline program achievements and coverage.
11. Maintain contact and coordinate with the WASH clusters' State Focal Points, Office for the Coordination of Humanitarian Affairs (OCHA) and humanitarian agencies on the ground, remaining abreast of the humanitarian situation in the region.

12. Contribute to the development and updating of WASH Pipeline supplies catalogue and information products for internal units, Clusters, and partners' reference.

13. Support with drafting proposals, reports and budgets specific to pipeline activities in coherence with the emerging needs of the pipeline and the context of the emergency response.

14. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Social Sciences, Disaster Management, Supply Chain, International Relations, Conflict Management, Human Rights, Law 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 liaising with governmental authorities, donors, national and international institutions, UN agencies, non-governmental organizations, and local communities;
- Experience in WASH and/or Pipeline programming in emergency humanitarian response; and,
- Experience in emergency, project implementation and/or management including project monitoring, distribution, field assessment, and reporting.

Skills

- Familiarity with financial and administrative management, preferably in IOM or UN agencies;
- Excellent managerial, communication, analytical, and organizational skills;
- Excellent interpersonal skills including negotiation, relationship management, influencing and networking;
- Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds; and,
- Good level of computer literacy.

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, Russian, and Spanish) 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 23 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 10.09.2024 to 23.09.2024

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 230 Project Officer (WASH Common Pipeline) (P2) Sana'a, Yemen (59138146)

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