

Position Title : **Programme Officer (WASH) (Knowledge Management Lead)**  
Duty Station : **Geneva, Switzerland**  
Classification : **Professional Staff, Grade P3**  
Type of Appointment : **Fixed term, one year with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **22 October 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](http://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; Saint Lucia; 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:**

IOM recognizes that access to water and sanitation services, paired with hygiene promotion, is lifesaving in humanitarian contexts, while sustainable access to water, sanitation and hygiene (WASH) services is also critical in the context of resolving displacement situations and building resilience to future shocks and stressors. The provision of WASH services is an important component of IOM operations worldwide.

Under the overall supervision of the Head of Humanitarian Operations Division and direct supervision of the IOM Global WASH Coordinator, and in collaboration other HQ Departments and Units. The Programme Officer will be responsible to lead the institutional WASH knowledge management, communications and advocacy, whilst simultaneously delivering on additional relevant objectives and activities outlined in the IOM Global WASH Strategic Plan.

## **Core Functions / Responsibilities:**

### **1. Strategy:**

- Provide substantive inputs for the review and/or development of IOM WASH strategies, global and at country or regional level.
- Lead the implementation of activities developed in the IOM Global WASH Strategic Plan 2023-2026 (and successive) to achieve one or several strategic objectives related to systems and processes.
- Support IOM's institutional engagement on WASH across the Organization, including IOM's leadership support for and engagement on WASH both internally and externally.
- Advise on the strategic alliances which should be built with key stakeholders at national, local and regional levels to increase programme impact and performance.
- Support in the collection and analysis of statistical data from IOM WASH interventions and contribute to the creation of global, regional and country reports to showcase the results of the various analyses.
- Represent IOM's work on WASH in global processes and commitments, notably in the context of the implementation of the Sustainable Development Goals, the Global WASH Sector Roadmap, the Humanitarian-Development Peace Nexus and Global Compact on Migration, to ensure that WASH activities and work are captured and reflected.
- Contribute to various global reports related to WASH, e.g. the UN World Water Development Report.

### **2. Resource Mobilization:**

- Proactively identify programme development opportunities, new funding sources, new thematic areas of technical intervention and strategic partnerships that would promote the expansion of the IOM WASH portfolio.
- Liaise effectively with donors at regional and international/global level in order to advocate for adequate funding to sustain the WASH programme and prepare proposals for funding.

### **3. Technical and Surge Support:**

- Provide effective and timely strategic and technical support to IOM Country Offices (COs) in the development of technical guidance, Standard Operating Procedures (SOPs), policies, strategies, tools and approaches for WASH programme implementation, including in the engagement with partners and authorities.
- Act as the primary WASH technical advisor for programs in the Middle East and North Africa providing strategic guidance and technical expertise to ensure alignment with the global WASH standards, addressing context-specific challenges and providing support in Knowledge Management and WASH frameworks in all regions.
- Support in the review of WASH proposals, reports and other documentation developed by IOM COs and Regional Offices (ROs).
- Provide surge support to IOM COs as required.

### **4. Human Resources:**

- Develop standardized tools to assist the recruitment and assessment of global IOM WASH

staff.

- Expand IOM WASH diversified channels to acquire human resources, to support IOM COs in short term and long-term recruitments.

#### **5. Coordination:**

- Coordinate with relevant IOM Divisions to develop and strengthen joint initiatives and to mainstream the WASH portfolio into institutional frameworks, processes and trainings.
- Sit on various global Technical Working Groups (TWiGs) as required.

#### **6. Institutional WASH Knowledge Management:**

- Lead IOMs WASH processes and networks for dissemination, communication, advocacy and use of WASH knowledge, providing opportunities to connect people for exchanging knowledge, and on engaging staff around global advocacy priorities for WASH.
- Lead the development of IOM WASH Framework and WASH Performance Monitoring toolkit.
- Lead on IOM continuous learning, awareness raising on, and dissemination of WASH programmatic guidelines and position papers and, in coordination with the Partnerships and Capacity building lead, delivering the operational tools to implement guidelines for IOM COs.
- Advice on systems, processes, technology tools, change management, monitoring, evaluation and learning (MEL), including WASH Project Information and Management Application (PRIMA) Models.
- Lead the improvement of IOM WASH systems for documenting and customizing knowledge including the WASH Community of Practice, and LinkedIn.
- Organize exchange of practices and peer to peer learning among COs.

#### **7. Communications and Advocacy:**

- Lead the content development of WASH International Days for publication on the IOM WASH LinkedIn site and sending to WASH stakeholders.
- Provide the Media and Communications Division with updates of stories of the field to enhance IOM WASH visibility on global platforms.

#### **8. Global WASH Cluster and Technical Working Group Coordination:**

- Provide technical input (tools and guidance note) to review the Global WASH Technical Guidelines.
- Identify priority technical gaps and support in the developemnt of new WASH technical guidelines in coordination with the global WASH cluster.
- Participate and represent IOM in Global WASH Cluster and Technical Working Groups.

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

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

### **Education**

- Master's degree in Civil Engineering, Mechanical Engineering, Environmental Engineering, Geology, Public Health or a related field from an accredited academic institution with five years of relevant professional experience; or,
- University degree in the above fields with seven years of relevant professional experience.

### **Experience**

- Experience at an international level with specialized international agencies leading WASH programmes in humanitarian, transitional and developing contexts;
- Demonstrated experience in developing Institutional monitoring and evaluation (M&E) WASH Framework;
- Experience working with different international organizations specialized in humanitarian assistance (e.g. UN agencies, INGOs, IOs, Donors, IFRC or ICRC).;
- Experience in the design and implementation of WASH infrastructure, including proposal development and project management including budget, resource and contract management;
- Experience in liaising with governmental authorities, national and international institutions and in partnership building; and,
- Field experience in a conflict, disasters, or other humanitarian setting.

### **Skills**

- Demonstrated expertise in navigating and optimizing organizational internal systems and processes, particularly in the areas related to IOM strategic results-based framework;
- Strong understanding of IOM Performance Monitoring Reviews procedures;
- Credible expertise in network building and coordination, with the ability to employ a range of advocacy and communication approaches and mechanisms to convince others to adopt new ways of working;
- Computer literate (Microsoft), graphic illustration and design (i.e Adobe InDesign), online knowledge Management platforms and websites;
- Proven ability to manage a large and complex workload and produce quality work accurately according to set deadlines in a fast-moving environment;
- Strong organizational and coordination skills;
- The ability to work independently and effectively and harmoniously in a team of colleagues from diverse linguistic and cultural backgrounds;
- Excellent communication and verbal skills;
- Proven capacity in problem-solving and creative thinking;
- Excellent project management skills including program design, implementation, budget and resource management and forecasting and reporting;
- Excellent M&E skills;
- Strong WASH technical understanding with ability to build capacity of global missions through advice, training, technical guidelines or other; and,
- Works effectively with donors, partners, local authorities, stakeholders, beneficiaries, and the broader community to advance HQ WASH and mission objectives.

### **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 and Arabic are required (oral and written). Working knowledge of 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

<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 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.

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.

This selection process may be used to staff similar positions in various duty stations. Recommended candidates endorsed by the Appointments and Postings Board 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.

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

***Posting period:***

From 09.10.2024 to 22.10.2024

***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: VN 2024 593 Programme Officer (Water, Sanitation and Hygiene (WASH)) (Knowledge Management Lead) (P3) Geneva, Switzerland (59186268) Released  
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