

Position Title : **Programme Officer (WASH and Shelter) (Global Roving)**  
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 : **28 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:**

Under the overall supervision of the Head of Humanitarian Operations Division and the direct supervision of the Global WASH Coordinator, and in close coordination with the Shelter and Settlement Specialist, the Programme Officer (WASH and Shelter) (Global Roving) will be responsible and accountable for providing IOM Country Offices with surge support, including strategy development, programme start up, resource mobilization, and/or implementation of WASH and/or Shelter & Settlements (S&S) interventions (as relevant) in the respective country.

The incumbent will have a technical reporting line to both the Global WASH Coordinator and the Shelter and Settlements Specialist. Assignments and deployments will be jointly coordinated and supported by the WASH and S&S units at IOM Headquarters (HQ). The Programme Officer (WASH and Shelter) (Global Roving) will be expected to deploy as needed for short-term assignments of up to 1 month, up to 70% of the time. There will be a minimum of 10 days between the deployments. When the deployments are shorter than 1 month, the time between

deployments will also be proportionally shorter than 10 days. However, the frequency and time between deployments might vary based on the needs and on-going emergencies. When not on the assignment, the Programme incumbent will remotely support the ongoing work of the global Shelter & Settlements and WASH Units in HQ.

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

1. **Strategy:** Ensure the implementation of the IOM WASH and Shelter and Settlement global strategic aims guaranteeing alignment with the overall emergency response plan of the organization and the Country Offices. As relevant, support in reviewing or developing new WASH / Shelter and Settlements country strategies.

### **2. Coordination/Representation/Partnerships:**

a. Actively liaise with the WASH and/or Shelter cluster or sector(s), for example, UNICEF NICEF / IFRC/ UNHCR, other WASH/Shelter agencies, government authorities / entities and any other relevant stakeholder to ensure that IOM WASH and/or Shelter 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 any needed operational agreement or authorization from the local authorities is convened to guarantee project stability and good relations with the local government.

b. Coordinate internally within IOM units / programmes the implementation of activities and ensure that inter-sectoral activities / approaches are planned and coordinated with the respective units / programmes.

c. Support identification, assessment, and development of agreements with potential partners (e.g., consortium partners), and/or Implementing Partners as relevant.

### **3. Implementation:**

a. Support the Country Offices in the performance of WASH / shelter needs assessments through technical feasibility studies, household level surveys, focus group discussions, or other, considering the current situation, and projected population planning.

b. Support the Country Offices in the design of sound WASH/Shelter interventions, evidence-based (or based in the best information available), and in alignment with donor /proposal requirements, WASH/Shelter Cluster /sector priorities, and IOM global and Country Office strategies.

c. Support the Country Offices in the implementation of the WASH and/or Shelter interventions, to guarantee that scope, budget, time and quality are in accordance with the different projects' specifications, donor requirements and IOM rules and regulations.

d. Promote the sustainability of technical interventions through local capacity building in collaboration with local partners in the field. Ensure that local community have been consulted on all activities so as not to create unnecessary tension between displaced and host populations.

4. **Resource mobilization:** Support the Country Offices for the appropriate and timely resource mobilization for the successful implementation of the WASH and/or Shelter programme(s). In strict coordination with the relevant Country Offices, engage with donors and potential actors for partnerships. Actively support in the development of WASH/Shelter proposals to donors and conduct the final review and endorsement of proposal before final submission to donors.

### **5. Supervision and Quality Control:**

a. **Technical:** Support the design process and oversee compliance of technical specifications for the implementation of the required WASH and/or Shelter & Settlements infrastructure and services to guarantee quality of the output and alignment to international and national standards and donor requirements including BoQs, design drawings, etc. Assess technically the progress of the project(s) under supervision to ensure that compliance of outputs to planned targets is achieved.

b. **Financial:** Support the Resources Management Unit (RMU) of the Country Offices for the financial management of projects to guarantee alignment with internal and donor requirements. Ensuring that the budget lines are respected and monitored for the effective use of the funds.

c. **Human Resources:** Support recruitment of WASH/Shelter staff to set up programme and / or support in the review of existing WASH/Shelter unit structures and advice on changes required. Provide guidance and monitor technically the WASH and/or Shelter team(s). Ensure that adequate and relevant capacity building are provided to the members of the team and help to resolve team conflicts as required.

d. **Supply Chain:** In coordination with the RMU and to oversee WASH and/or Shelter programme(s) related supply chain in efforts for supplies and services, ensuring that the processes are transparent and in line with IOM and donor's regulations. Provide support to effectively monitor all contractual agreements with service providers and / or Implementing Parties in coordination with RMU, or Manila Supply Chain Unit, as required.

e. **Training:** As required, provide training and mentoring to IOM staff or Implementing Partners.

## 6. Communications:

a. Ensure an effective and active communication with all the stakeholders. Make sure that the relevant and necessary information is transmitted downstream to all the members of the WASH and/or Shelter team(s) in a timely manner.

b. Prepare progress reports, as necessary and requested by the CO and develop a final report, to be shared after the deployment to the Global WASH and/or Shelter units and the CO, including to the Chief of Mission (CoM); support content development of reports, technical guidance notes, presentations, brochures, web-based information and social media as necessary and/or as requested by management and ensure that all the project data and information is archived and shared appropriately.

## 7. Monitoring and Evaluation:

a. Ensure that the WASH and/or Shelter programme(s) are driven by a sound Monitoring, Evaluation and Learning framework that leads to continuous improvement and fine-tuning of systems and processes.

b. Support the collection and analysis of statistical data from WASH/Shelter interventions. Ensure that all the project data and information is stored appropriately. Compile lessons learnt and best practices for dissemination to internal and external parties.

8. **Cross-cutting Themes:** Ensure cross-cutting issues are integrated in the WASH and Shelter programming such as GBV, Accountability to Affected Populations (AAP), Environment and other cross cutting issues of relevance.

9. Proactively identify surge support to Country Offices and actively engage and liaise with WASH and Shelter Focal Points prior to and post deployments.

10. Perform such other duties that may be assigned.

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

### **Education**

- Master's degree in Civil Engineering, Architecture, Mechanical Engineering, Environmental Engineering, Geology, 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 in the management (feasibility studies, design, construction supervision, contract administration) of WASH and Shelter programmes in developing countries, preferably in countries facing humanitarian crises and in support of emergency responses;
- Experience working with different international organizations specialized in humanitarian assistance (e.g. UN agencies, INGOs, IOs, Donors, IFRC or ICRC); and,
- Previous experience in emergency deployments is desirable.

### **Skills**

- Computer literate including Microsoft Outlook, Word, Excel and PowerPoint, as well as water network analysis (e.g. EPANet) and computer aided engineering design and geoinformatics software (e.g. AutoCAD, ArchiCAD or similar engineering software);
- Working knowledge of statistical packages, graphic and web design software is an advantage;
- Strong organizational skills;
- Strong ability to solve complex problems with investigation, analysis and creative thinking;
- Ability to timely understand the Organization's structure and portfolios;
- Strong interpersonal skills with the ability to quickly build relationships and work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds;
- Ability to work in a dynamic and unpredictable operating environment;
- Proven ability to produce quality work accurately and concisely according to set deadlines; and,
- Practical experience of multi-tasking, prioritizing, evaluating and planning work independently.

### **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 another official UN language (Arabic, 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.

### **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](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 28 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 15.10.2024 to 28.10.2024

***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 595 Programme Officer (Water, Sanitation and Hygiene (WASH) and Shelter)  
(Global Roving) (P3) Geneva, Switzerland (59205943) Released  
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