Organization or Agency:	**International Organization for Migration (IOM)**
Position Title:	**Community Service Assistant (Engineering) (2 positions)**
Organizational Unit:	**Transition and Recovery Division**
Duty Station:	**Salah Al-Deen (Tikrit) - Iraq**
Type of Contract:	**Sub-Contract to Stars Orbit Consultants and Management Development**
Grade:	**Equivalent to G5**
Duration of Appointment:	**Six (6) months, with possibility of extension subject to satisfactory performance and funds availability**
Closing Date:	**31 October 2024**
Reference Code:	**CFA2024/IRQ/230**

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged, as well as the internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, the internal candidates are considered as first-tier candidates.

Context/Reporting line:

Under the general guidance of the Senior Operations Coordinator (Ret&Reco), the overall supervision of the Programme Coordinator (Transition & Recovry), the administrative supervision of the Head of Sub Office (HoSO) and the direct supervision of the Senior Project Assistant in close coordination with the Project Coordinator (Housing &Settlements), the successful incumbent will perform the following duties:

Core Functions / Responsibilities

Infrastructure:

1. Support the unit in identifying infrastructure needs in the targeted communities through participating in the community's assessment and planning meetings with stakeholders and coordinating with relevant local authorities and conduct joint field visits with other relevant team members as well as community structures to assess the needs of the target communities.
2. Support the implementation process of rehabilitation projects through conducting frequent individual or joint field inspection visits (5 times a week).
3. Support coordination with contractors and convey necessary technical information as per set out standard and quality. Notify defects and provide suggestions to avoid such issues at infrastructure sites.
4. Prepare the necessary work schedule in coordination with contractors, review them and submit to management.
5. Prepare bi-weekly progress reports, conduct meetings with contractors and other stakeholders, prepare meeting minutes and record them as required by the program.
6. Support the contractor and IOM QAQC team to maintain the expected quality of work.

Shelter rehabilitation:

7. Support assessing shelter rehabilitation needs for the targeted caseload in close coordination with Housing Senior Assistant. Conduct surveys to identify the level of inadequacy of substandard shelters, record quantities of debris to be removed (if necessary) and prepare bill of quantities (BoQs) for demolition, debris removal, repairs, reconstruction or rehabilitation, SOKs, orienting beneficiaries about the legal agreement liability, and managing beneficiaries' data.
8. Provide necessary information to shelter beneficiaries or shelter contractors for the

commencement of work, including detailing the BoQ items and explaining the drawings for shelter construction, and monitoring the implementation of shelter construction activities.

9. Conduct inspection visits to shelter rehabilitation beneficiaries or shelter contractors to verify the progress, provide necessary technical input, draft progress reports and compile supporting documents to initiate payment processes.
10. Verify the work done by the beneficiaries and recommend releasing payment installments or vouchers as per the agreed BoQ and milestones defined.
11. Provide support to Rental Assistance programme, through conducting technical assessments, producing BOQs for needed repairs and conducting monitor visits.
12. Maintain and update the shelter progress report, milestones in MIS and other online platforms as instructed by management.

Planning and reporting:

13. Support in monitoring bi-weekly, monthly, and quarterly workplans.
14. Collect necessary data related to the project implementation (infrastructure and shelter) and approach in close coordination with the Housing team, and keep records and prepare daily, weekly, bi-weekly, and monthly reports as requested by the team leader.
15. When relevant, attend planning meetings with the technical and operation teams.
16. Support other projects with assessing the needs for hardware in EDF, assessing the equipment needed for cash for work activities and support in identifying skilled/unskilled workers.
17. Discuss with the team leader, adopt necessary precautionary measures for the safety of workers, traffic management, and security of the community.

Other:

18. Perform other duties assigned by the direct supervisor.

Required Qualifications

Education:

- Bachelor's degree in civil engineering or related field from an accredited academic institution with at least 3 years of relevant professional experience, or;
- Completed highschool diploma degree from an accredited academic institute with at least 5 years of relevant professional experience.

Experience and Skills:

- work experience in related field, preferably with shelter programs implemented in Iraq.
- Previous working experience with any of the United Nations Organizations, Non-Governmental Organization or relevant government department is a distinct advantage.
- Good experience in building structure design with AutoCAD.
- Previous work experience in preparing estimates for demolition projects.
- Previous work experience with humanitarian shelter programmes.
- Good experience in preparing BOQ and estimation cost for construction projects.
- Experience in communication and coordination with demining sectors.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.

Languages:

- Fluency in Arabic and good knowledge of English is required.

Competencies

The incumbent is expected to demonstrate the following values and competencies:

VALUES - All SOC 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 - Behavioral indicators – Choose a level.

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 IN/234 - Policy and Procedures for Preventing and Responding to Sexual Exploitation and Abuse

IOM has a policy of zero tolerance of sexual exploitation and abuse (SEA) by IOM staff members and the employees or any other persons engaged and controlled by IOM Contractors. The staff members and all contract type holders shall protect against and prevent sexual exploitation and abuse (PSEA).

How to apply:

While this vacancy is open to both Internals and Externals, priority shall be given to qualified Internal applicants.

Interested candidates are invited to submit their applications via this link:

https://jobs.my-soc.org/apply/20241021155937/LjEkrgpZD13QPJNctd27w4zuS

In order for an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

Posting period:

From: 21 October 2024 to: 31 October 2024