



Organization or Agency:	<b>International Organization for Migration (IOM)</b>
Position Title:	<b>Senior Programme Assistant (QA/QC)</b>
Organizational Unit:	<b>Transition and Recovery Division</b>
Duty Station:	<b>Baghdad (with travels to the south and central areas)- Iraq</b>
Type of Contract:	<b>Sub-Contract to Stars Orbit Consultants and Management Development</b>
Grade:	<b>Equivalent to G7</b>
Duration of Appointment:	<b>Six (6) months, with possibility of extension subject to satisfactory performance and funds availability</b>
Closing Date:	<b>16 December 2024</b>
Reference Code:	<b>CFA2024/IRQ/263</b>

*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:**

In the context of Iraq, IOM is a leading actor related to the resolution to internal displacement, supporting both government and IDP populations in overcoming challenges. IOM Iraq is implementing a large infrastructure housing, and shelter reconstruction project in areas of origin and settlement of formerly displaced population and host communities, through direct implementation and in collaboration with partner organizations.

Transition and Recovery Division (TRD) within IOM Iraq works to remove the initial obstacles to Internally Displaced Persons (IDPs) return in Iraq's post-conflict areas and lay the foundation for longer-term recovery, economic development and reconstruction in general. TRD's engagement includes activities related to data and research, leadership of coordination and strategy development mechanisms and field-level activities such as small-scale Infrastructures' rehabilitation, housing, livelihoods, social cohesion and other activities.

Under the overall supervision of the Senior Operations Coordinator (Ret&Recov), the administrative supervision of the Head of Sub Office ( HoSO) and the direct supervision of the Infrastructure Coordinator, the successful candidate will be responsible and accountable for ensuring sufficient project management and QA/QC oversight of IOM infrastructures, housing, and shelter projects through the engineers responsible for individual project implementation.

### **Core Functions / Responsibilities**

1. Assist field engineers in conducting basic assessments aligned with donor funding requirements to help identify program needs, under the guidance of the infrastructure Coordinator and Regional coordinator.
2. Support office engineers in coordinating project design and contractual matters that requiring immediate attention during construction phases.
3. Provide assistance to the housing and settlements project coordinator in tasks such as assessments, verifications, and capacity-building efforts for housing and shelter programs.
4. Contribute to planning new projects by supporting site assessments and assisting in preparing technical documents like Bills of Quantities (BoQs) and QA/QC plans.
5. Compile and share regular updates with the Infrastructure technical and field teams on project progress and quality matters.

6. Implement quality verification processes for each infrastructure project and housing reconstruction, following established guidelines and standards
7. Participate in QA/QC and safety meetings with field staff and contractors, assisting in documenting progress and discussing any remedial actions.
8. Assist in implementing the Material Inspection and Testing Plan (ITP), maintaining records within the Information Management System (IMS).
9. Provide support during laboratory test inspections, assisting with reviews of defect lists and basic repair recommendations.
10. Support the inspection and approval of materials, equipment, and completed installations, maintaining accurate documentation.
11. Assist in tracking non-conformance reports and recommend corrective and preventive actions.
12. Support coordination efforts to address project bottlenecks by escalating issues to the Infrastructure Coordinator.
13. Contribute to the preparation and monitoring of the Health, Safety, and Environmental (HSE) plan.
14. Help in preparing performance evaluation reports for contractors and vendors.
15. Support field operations through occasional travel to challenging regions as needed.
16. Perform other tasks assigned by the direct supervisor, as required.

## Required Qualifications

### *Education:*

- University degree in civil engineering, structural engineering, architecture or related field from an accredited academic university with 5 years relevant experience, or;
- Completed High School diploma with 7 years of relevant experience.

### *Experience and Skills:*

- relevant experience in implementing construction projects, with proven expertise in Quality Assurance and Quality Control (QA/QC).
- Familiarity with method statements, Quality Inspection Plans, and other Quality Management System (QMS) requirements.
- Strong understanding of all phases of engineering construction across civil, architectural, and structural disciplines in multidisciplinary projects.
- Excellent skills in communication, report writing, and presentations.
- Ability to operate effectively in complex and challenging multicultural environments.
- Proficiency in MS Project, MS Office package, AutoCAD, and other project management tools is highly recommended.
- Experience working with international NGOs or UN organizations is desirable.

### *Languages:*

- Fluency in English and Arabic is required.
- Knowledge of Kurdish is desirable.

## 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 - Behavioural indicators – Level 1

**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/20241202100221/YbiRNfvm5dCQk34AI1gPOSZ8e>

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: 02 December 2024 to 16 December 2024.