



IOM International Organization for Migration
المنظمة الدولية للهجرة

Position Title: **Programme Assistant – Engineering Quality Control/Quality Assurance**
Organizational Unit: **Community Stabilization & Revitalization**
Duty Station: **Iraq - Baghdad**
Type of Contract: **Sub-Contracting (Stars & Orbit)**
Grade: **Equivalent to G6**
Duration of Appointment: **Six (6) months with possibility of extension**
Closing Date: **November 22, 2017**
Reference Code: **SVN2017/IRQ/108**

Context:

Under general guidance of the Chief of Mission (CoM), Head of Office (HoO), and the National Operations Officer and Program Manager, the overall supervision by the Head of Satellite Office and the direct supervision of the Senior Program Assistant, the program Assistant will perform the following duties

Core Functions / Responsibilities:

1. Carrying out and managing all the site inspections and overall quality control for all the construction activities through implementation processes;
2. To arrange / ensure timely inspection and approval of all materials / equipment delivered / completed installations at site by contractor and maintain records;
3. Ensure that nonconformance report, punch-list of defect are submitted once the activities deviated from the contract specifications;
4. Ensure that all the materials to be used and installed conforms to the project relevant BoQ and standards;
5. Review Daily Inspection Report and issuance of observation or Non-Conformity Report & coordinate between management & Site Supervision Team;
6. Follow-up non-conformance activities and provide recommendations and corrective and preventive action comply with the project's specification and BoQ, and ensure the effectiveness and well documented in standard QC/QA reports;
7. Provide technical support and guidance to site staff in repairing defects and submission of materials for approval;
8. Evaluated quality and performance as per client specifications;
9. Coordinate the document controls of QA/QC tools with the project team and to ensure that the QA/QC validation has been done, and recall of controlled documents;
10. Managed quality related interaction with the client & contractor;
11. Established and Maintained Quality Records in conformance with QA/QC terms.

Education/Experience:

- Bachelor degree in Civil Engineering
- Experience working in civil construction works
- Thorough knowledge of all phases of engineering construction relating to Civil, Architectural and Structural discipline interfacing the multidisciplinary operations
- Minimum 4 years' experience in the QA/QC practical implementation
- Ability to prepare Quality Inspection Plan for Construction activities, Knowledge of Method statements and other QMS related requirements
- Good knowledge in various building materials and various finishing work
- Good working knowledge of international and Iraqi codes and standards is a must
- To act independently to ensure that the quality objectives are met
- Good supervisory skills
- Good level of competence using MS office Excel, reports & presentations

Language:

- Fluent in English and Arabic

How to apply:

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

<http://iomiraq.net/vacancies/programme-assistant-%E2%80%93-engineering-quality-controlquality-assurance>

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 08.11.2017 to 22.11.2017