



IOM International Organization for Migration
المنظمة الدولية للهجرة

Position Title: **Shelter focal point**
Organizational Unit: **Shelter & Settlement**
Duty Station: **Kirkuk - Iraq**
Type of Contract: **Sub-Contracting (Stars & Orbit)**
Grade: **Equivalent to G5**
Duration of Appointment: **Three (3) months with possibility of extension**
Closing Date: **October 16, 2018**
Reference Code: **SVN2018/IRQ/157**

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, internal candidates are considered as first-tier candidates.

Context:

Under the general guidance of the Programme Manager for Shelter and Settlement, and the the direct supervision of the Shelter and Settlement National Officer, the successful candidate will support the implementation and monitoring of the Shelter & Settlement projects at the governorate level with particular focus on the following functions:

Core Functions / Responsibilities:

1. Follow up with the projects on emergency sites, and informal settlement.
2. Support the Shelter and Settlement National officer on the assessment, implementation, and monitoring of Shelter & Settlement projects;
3. Undertake field missions to affected communities to assess the general situation and the housing damages;
4. Conduct the Shelter Vulnerability Assessment, and the Shelter Damage Assessment in the affected community and collect necessary household data to implement shelter projects;
5. Collaborate and coordinate with partner NGOs (national and international), government authorities, local communities, and other relevant stakeholders;
6. Provide construction quality control based on IOM QC/QA procedure and draft QC/QA report weekly, including recommendation of improvements;
7. Investigate damage, accidents, or delays at construction sites to ensure proper construction procedures are being carried out;
8. Provide instruction to the contractor for improvement of works or remedial measures to take;
9. Interact with beneficiary community and provide guidance on repair and maintenance of damaged shelters;
10. Draft weekly activity reports including progress control and bottlenecks for the completion of shelter projects;

11. Based on field monitoring, provide lessons learnt for all on-going field activities;
12. Regularly discuss with IOM Shelter Team, contractors, and site engineers regarding to the site situations and resolve matters such as work;
13. Regularly update the Shelter & Settlement National Officer, and the Programme Manager;
14. Liaison with community focal points and the government for getting approvals for the shelter projects.
15. Supervise kirkuk team.
16. Supervise the distribution of sealing of kits etc, from receiving the material from the warehouse till the completion of the distribution.
17. Provide weekly and daily reports for all projects.
18. Conduct RVAs per areas and plan with program national officer to select best area of intervention.
19. Provide feedback about the performance of the IOM staff in kirkuk, also the implementing companies.
20. Any other duties that might be assigned.

Required Qualifications and Experience

- University degree with three years of work experience
- Experience in construction projects at least three years.
- The education background should be Civil engineer.
- Experience in working with humanitarian organization,
- Experience in leadership.
- Experience in project management.
- Experience in addressing needs of affected communities, conducting assessments.
- Experience in liaising with government authorities, other national/international technical counterparts and NGOs,
- Previous working experience in Kirkuk governorate.
- ability to work in newly liberated areas.

Language:

- Thorough knowledge of English, Kurdish and Arabic.

How to apply:

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

<http://www.iomiraq.net/vacancies/shelter-focal-point>

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 02.10.2018 to 16.10.2018