



IOM International Organization for Migration

## Open to Internal and External Candidates

Position Title : **National Project Officer**  
Duty Station : **Iraq, Erbil**  
Classification : **National Officer Category, Grade NOA**  
Type of Appointment : **Special Short Term contract (SST)**  
Duration of Appointment : **Six (6) months with possibility of extension**  
Closing Date : **November 12, 2018**  
Reference Code : **SVN2018/IRQ/171**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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 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 general guidance of the Chief of Mission (COM), Under the overall supervision of the Senior Emergency Coordinator/Head of Programmes and Programme Manager (S/NFI & CCCM) , the direct supervision Programme Coordinator (Shelter and Settlement) . the national project officer performs the following duties:

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

1. In coordination with the Shelter Program Coordinator, and the Program Manager, plan, implement and monitor all activities of the shelter projects.
2. In coordination with the supervisors, establish a field team identifying focal points for all locations of IOM projects
3. Supervise the performance of field teams that may be established and contracted or third-party service providers
4. In coordination with the Program Coordinator, build the capacity of the field staff in all of Iraq to improve quality of project implementation.
5. In coordination with the focal points, coordinate and monitor mobilization of community members as required to deliver program objectives
6. Analyze the assessments reports for selection of project beneficiaries, reviewing the BoQs, while identifying key areas of response and appropriateness of the selections.

7. Actively engage RART and CRP as well as other units in the mission to explore opportunities to shelter and settlement activities.
8. In coordination with the PD and ME unit and the IM officers, establish and implement monitoring and evaluation systems which enable the production of real time reports on the effectiveness and efficiency of projects.
9. Coordinate and follow up on accurate record keeping, construction inspections, quality audits and maintain records of actual quantities, ensuring that drawings are kept up to date and variations and addendums are issued correctly.
10. In conjunction with the Program Coordinator, draft donor reports and other information materials by compiling inputs from the field technical teams. Provide inputs to the Program Manager and Shelter and Settlements Coordinator for the drafting response strategy.
11. Monitor construction carried out according to the BoQs and specifications provided, making recommendations on the improvement of works and review PDMs and compile material for success stories for PI.
12. Closely work with program coordinator to ensure that appropriate authorization for land and government as well as the management of local authorities in a timely manner.
13. Participate in relevant cluster meetings; Shelter Cluster, Shelter TWG, Sectorial Coordination meetings as requested by the supervisor.
14. Organize trainings for IOM field teams on IOM rules and regulations, finance and procurement procedures, logistics and data protection and all humanitarian principles as well as the sphere standards.
15. In coordination with the program coordinator, participate in rapid assessments with the field team to explore new program opportunities. Collating the gaps and needs in coordination with IOM field staff and external parties (shelter cluster), SAG, Government and Local Authorities.
16. In coordination with the program manager, authorize site specific modifications using the Change Order Form, reporting changes to procurement and reflecting them in the corresponding documents.
17. Draft, organize and coordinate SOK, ESKs, CS, DHs distributions, identifying locations of need, instructing for assessments in all of Iraq, coordinating with logistic on delivery and distribution and reporting in a timely manner, highlighting discrepancies, progress and adherence to donor deadlines.
18. Review final BoQs prepared by field staff for completed works, ensuring material reconciliation, prior to issuance of certification or payment to contractor and review all program claims in all of Iraq.
19. Assist logistics and Procurement with contract management, close out procedures and final payment to contractors.
20. Work with Program coordinator on the preparation of weekly reports and accomplishments, summarizing field activities and accomplishments
21. Closely work with project assistants in the field Sub-Offices to verify that required construction material are procured and delivered to the respective sites in a timely manner. Ensures comprehensive reporting from the field for the Program Manager to inform future programming.

- 22. Conduct frequent field trips as necessary to implementation locations
- 23. Perform any other duties that may be assigned.

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

#### **Education**

- University degree in the above fields with seven years of relevant professional experience.

#### **Experience**

- Strong combination of training and experience in field of operations, and solid experience of working in complex environments.
- Understanding of market based interventions in shelter response
- Extensive operational and field experience in shelter programme development, implementation and evaluation.
- Experience in conflict/emergency zones and in working in a high-risk environment,
- Familiarity with project management and IOM administrative and financial management.
- Experience in liaising with governmental authorities and local communities, as well as national and international institutions.
- Broad sector knowledge and/or field experience in the areas of reconstruction and community mobilization;
- Previous programme management experience; shelter and displacement management programme experience preferred;
- Familiarity with the region an asset;
- Excellent leadership, coordination and information management skills

#### **Languages**

Fluency in English, Kurdish and Arabic is required.

### ***Required Competencies***

#### **Behavioural Accountability**

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

#### **Client Orientation**

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries
- Keeps clients informed of developments and setbacks

### **Continuous Learning**

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

### **Communication**

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adjusting wording to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

### **Creativity and Initiative**

- Actively seeks new ways of improving programmes or services
- Expands responsibilities while maintaining existing ones
- Persuades others to consider new ideas
- Proactively develops new ways to resolve problems

### **Leadership and Negotiation**

- Convinces others to share resources
- Actively identifies opportunities for and promotes organizational change
- Presents goals as shared interests Articulates vision to motivate colleagues  
And follows through with commitments

### **Performance Management**

- Provides constructive feedback to colleagues
- Identifies ways for their staff to develop their abilities and careers
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures
- Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations

### **Planning and Organizing**

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned handovers

- Identifies risks and makes contingency plans
- Adjusts priorities and plans to achieve goals
- Allocates appropriate times and resources for own work and that of team members

### **Professionalism**

- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration solutions

### **Teamwork**

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

### **Technological Awareness**

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work

### **Resource Mobilization**

- Establishes realistic resource requirements to meet IOM needs

### **Technical**

- Excellent knowledge of Microsoft SQL Server, Visual Studio, ASP .NET and C# Programming Language.
- Proven track record in Software Development.
- Excellent writing skills and experience with creating design documents, specifications and test plans.
- Results orientated with good communication and interpersonal skills.

### ***Other***

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

### ***How to apply:***

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

<http://www.iomiraq.net/vacancies/national-project-officer-3>

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 29.10.2018 to 12.11.2018