Context/Reporting line:

Under general Guidance of the Head, Return and Recovery Unit, the overall supervision of the Infrastructure Coordinator, the administrative supervision of the Head of Sub Office (HoSO) and the direct supervision of the Team Leader in close coordination with the Senior community Service Engineer. The incumbent will be responsible for assisting programs related to return and recovery within the area of responsibility as below.

Core Functions / Responsibilities

Infrastructure:

1. Support the unit in identifying infrastructure and needs in the targeted communities through participating in the community’s assessment and planning meetings with stakeholders and coordinating with relevant local authorities and maintain a transparent and ongoing between local authority, contractor, CAP and CMT to agree on project work plan.
2. Conduct joint field visits with other relevant team members as well as, community structures to assess the needs of the target communities (IDPs, returnees and host community residents). In addition, conduct an analysis of existing and planned natural and human resources in the targeted communities that may impact on proposed CAPs.
3. Draft the initial rehabilitation plan for designated infrastructure project including intended work needed, BOQs, timeline, budgeting and recommendations for handover.
4. Oversee the implementation process of rehabilitation projects through conducting frequent individual or joint field inspection visits with CMT/WEG (5 times a week).

Shelter Rehabilitation:

5. Support the voluntary return initiative under the durable solution program with assessing shelter rehabilitation needs for the targeted caseload including: Design a project bill of quantities (BoQs) with specifications in coordination with relevant governmental entities and QA/QC engineers, orienting beneficiaries about the legal agreement liability, identifying site supervisors, managing beneficiaries data.
6. Manage beneficiaries data on MIS.
7. Conduct inspection visits to shelter rehabilitation beneficiaries to verify the milestone achievements, progress report issuance and compile supporting documents to initiate payment processes.
8. Direct supervision of daily workers contracted in their area of responsibility including technical feedback, basic quality assurance, attendance tracking and progress monitoring.
9. Support the senior community engineer in developing bi-weekly workplans and provide continuous updates regarding status of projects per designated workload.

**Planning and reporting:**

10. Support the senior community service engineers in identification of areas of technical growth to build a training plan.
11. Support the senior community engineer in setting up bi-weekly, monthly and quarterly workplans with clear objectives and delivery timeline.
12. Provide bi-weekly reports related to infrastructure and shelter rehabilitation.
13. When relevant, attend frequent planning meetings with the technical and operation teams.
14. Support other projects with technical engineering inputs including assessing the needs for hardware in EDF, assessing the equipment needed for cash for work activities and support in identifying skilled/unskilled workers.
15. Perform such other duties as may be assigned by supervisor.

**Required Qualifications**

**Education:**

- Bachelor degree in Civil engineering from an accredited academic university or institute.

**Experience and Skills:**

- Three years of work experience in related field.
- Experience working for the United Nations, an official mission, non-governmental organization or relevant government department a distinct advantage.
- Has no issue with roving between different sites.
- Good experience in building structure design with AutoCAD.
- Good experience in preparing BOQ and estimation cost for construction projects.
- Good communication, interpersonal and organizational skills.
- Ability to draft clearly and concisely.
- Demonstrated gender awareness and gender sensitivity.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.
- Ability to work under pressure.
- Personal commitment, efficiency, flexibility and drive for results.
- in office applications, including Word and Excel, internet explorer.
- Proficiency in Microsoft office functions.

**Languages:**

- Fluency in English and Arabic is required.
- Any other language is an asset.

**Behavioral Competencies**

- Work prioritization and ability to multitask.
- Shares knowledge and experience.
- Positive, constructive attitude.
- Ability to work and act under pressure with discretion in politically sensitive environment with a minimum of comfort.
- Responds positively to critical feedback and differing points of view.
- Ready to work independently, under tight deadlines.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Ability to work in a multi-cultural team environment with a positive attitude.
- Highest standards of integrity, discretion and loyalty.
Strives for supportive working environment and positive working relationship.

Creates a respectful office environment free of harassment, retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA).

**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://vacancies.my-soc.org/apply.php?job=20210221074543&token=gcLZX2eSMmoqVO1G6CwHNIDj

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: 21.02.2021 to: 07.03.2021