Organization or Agency: International Organization for Migration (IOM)

Position Title: Shelter and settlement Focal Point

Organizational Unit: Shelter & Settlement

Duty Station: Ninawa (Tel apta & Baaj) - Iraq

Type of Contract: Sub-Contract to Stars & Orbit

Grade: Equivalent to G5

Duration of Appointment: Three (3) months, with possibility of extension subject to satisfactory performance and funds availability

Closing Date: 15th July 2020

Reference Code: CFA2020/IRQ/212

**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:**

Under the overall supervision of the Programme Manager for Shelter and Settlement and 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. Supervise the shelter team in Tel apta and Baaj.
4. Undertake field missions to affected communities to assess the general situation and the housing damages.
5. Conduct the Shelter Vulnerability Assessment, and the Shelter Damage Assessment in the affected community and collect necessary household data to implement shelter projects.
6. Collaborate and coordinate with partner NGOs (national and international), government authorities, local communities, and other relevant stakeholders.
7. Provide construction quality control based on IOM QC/QA procedure and draft QC/QA report weekly, including recommendation of improvements.
8. Investigate damage, accidents, or delays at construction sites to ensure proper construction procedures are being carried out.
9. Provide capacity building training and awareness sessions to affected communities for safe rehabilitation of damaged houses.
10. Implement shelter activities through cash.
11. Draft weekly activity reports including progress control and bottlenecks for the completion of shelter projects.
12. Based on field monitoring, provide lessons learnt for all on-going field activities.
13. Implement the cash for rehabilitation project.
14. Conduct Focus group discussions at community level.
15. Make sure that all IOM shelter rehabilitation beneficiaries are aware of the complaint and feedback mechanism of IOM.
16. Conduct SEVAT assessment also train new staff on the usage.
17. Provide feedback on IOM shelter tools and suggest ways of improvement.
18. Any other duties that might be assigned.

**Required Qualifications**

**Education:**
- Bachelor’s degree in civil engineering from an accredited university or institute.

**Experience and Skills:**
- Minimum 3 years of related field of experience.
- Experience with international organizations.
- Previous experience with IOM is an advantage.
- Have experience in implementing cash programs.
- Based in Baa j or Tel apta.
- Two years’ experience in leadership.
- Have previous experience in working on shelter rehabilitation programs in Tel apta and Baaj
- Experience in construction work not less than 5 years.

**Languages:**
- Fluency in English and Arabic is required.

**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).

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**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://iraq.iom.int/jobs/shelter-and-settlement-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: 08.07.2020 to: 15.07.2020