



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **Senior Community Service Engineer**
Organizational Unit: **Return and Recovery Unit**
Duty Station: **Anbar (Ramadi)-Iraq**
Type of Contract: **Sub-Contract to Stars & Orbit**
Grade: **Equivalent to G6**
Duration of Appointment: **Six (6) months with possibility of extension subject to satisfactory performance and funds availability**
Closing Date: **03rd December 2020**
Reference Code: **CFA2020/IRQ/332**

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 general guidance of the Chief of Mission (CoM) and the Head, Return and Recovery Unit, the overall supervision of the Infrastructure Coordinator in Erbil, the administrative supervision of the Head of sub Office (HoSO) and the direct supervision of Anbar RRU Team Leader in close coordination with Regional Coordinator the incumbent will perform the following duties:

Core Functions / Responsibilities:

1. Support the unit in identifying infrastructure 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 liaison between local authority, contractor, CAP and CMT.
2. Conduct monitoring visits to assess gaps and progress and provide the community service engineers with technical inputs and support.
3. Manage the complaint and feedback mechanism for shelter and infrastructure projects through addressing complaints and requires raised by Monitoring and evaluation unit.
4. Support the CSEs with reviewing their drafted rehabilitation plans for infrastructure projects and provide technical inputs related to proposed activities, equipment, timeframe and handover procedures.
5. Maintain an updated stakeholder mapping for governmental partners and community leaders to participate in discussions and consultation activities related to infrastructure rehabilitation projects in different communities.
6. In coordination with RRU TL.
7. Represent IOM RRU shelter program in coordination platforms in Anbar including JCMC meeting, Shelter working group and GCM.
8. Oversee the implementation process of rehabilitation projects through conducting frequent individual or joint field inspection visits with CMT/WEG.

Shelter rehabilitation:

1. Lead the beneficiaries' identification process in the host communities through organizing profiling exercises and maintaining a strong coordination with actors for referrals.
2. Support the CSEs in tracking work progress for shelter rehabilitation milestones, review progress reports and act as the focal point for organizing the QASQ verification visits.
3. Update the payment tracker for shelter rehabilitation on weekly basis and in coordination with RRU TL, ensure that all documents needed for financial settlements are provided.
4. Coordinate frequently with the return senior associate to report any barriers to shelter rehabilitation including access issues, movement restrictions and HLP related matters.
5. Review shelter rehabilitation assessments done the CSEs and to provide inputs on the following: Design of 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. Conduct inspection visits to shelter rehabilitation beneficiaries to verify the milestone achievements, progress report issuance and compile supporting documents to initiate payment processes.
7. Support the CSEs in supervising daily workers including attendance, quality assurance and payment processing.

Planning and reporting:

1. Submission of bi-weekly, monthly, and quarterly progress reports for infrastructure and shelter rehabilitation.
2. In coordination with the RRU team leader in Anbar, manage beneficiaries' data on MIS and report any challenges to RRU Anbar information manager assistant.
3. Develop work plans and designate areas of responsibilities for CEAs.
4. Support RRU with staff performance evaluation through identifying areas of growth and monitoring deliverables.
5. Represent IOM RRU infrastructure program in Anbar in external coordination platforms including governmental forums, shelter working group and Anbar GCM.
6. Act as the main focal point for RRU infrastructure internally including attending coordination meetings with other units.
7. Support the senior community service engineers in identification of areas of technical growth.
8. Support the public information unit with provision of reports, pictures, and other relevant content.
9. Perform other duties assigned by superiors.

Required Qualifications

Education:

- Bachelor's Degree in civil engineering from an accredited academic university or Institute.

Experience and Skills:

- Minimum 4 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

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=20201119125023&token=XIWG3Dq1SRPEhVnt0wIZJgC9c>

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: 19.11.2020 to: 03.12.2020