



IOM International Organization for Migration  
OIM Organisation Internationale pour les Migrations  
OIM Organización Internacional para las Migraciones

## OPEN TO INTERNAL AND EXTERNAL CANDIDATES

<b>Position Title Duty</b>	:	<b>Deputy Construction Manager</b>
<b>Duty Station</b>	:	<b>Port-au-Prince, Haiti</b>
<b>Classification</b>	:	<b>Grade NO/B</b>
<b>Type of Appointment</b>	:	<b>Special, 9 months with possibility of extension</b>
<b>Estimated Start Date</b>	:	<b>As soon as possible</b>
<b>Closing Date</b>	:	<b>Friday, September 18<sup>th</sup>, 2015</b>
<b>Reference Code</b>	:	<b>SVN2015/018</b>

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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.

### **General Functions:**

Working under the direct supervision of the Lead Construction Manager (Programme Engineer), based in Port au Prince, the incumbent will provide technical support and supervision of simultaneous construction sites including community infrastructures, housing, and transportation infrastructures and public buildings (schools, clinics, community centres, etc.).

- Prepare, finalize and carry out site planning, design drawing and BoQs as needed in the field for any construction works (Latrine Blocks, Causeway, Irrigation Structures/Channels, Roads, Culverts, Community Centre, Houses, Schools, Clinics, etc)
- Ensure coordination with procurement and logistics department to ensure that required construction materials are procured and delivered to the respective sites in a timely manner and up to the standard as indicated and requested in the BoQ;
- Manage and supervise a team of IOM national engineers and build their capacity;
- Closely work with project team including lawyer, Lead Construction manager and Project Officer to ensure that proper authorization for land from the government are obtained, providers of other essential services such as water sanitation, electricity and other basic amenities are identified and contacted prior to the commencement of construction;
- Work closely with the relevant project staff and procurement regarding contract management; close out procedures and final payment to the sub-contractor;

- Submit weekly progress report for all ongoing infrastructure projects to the Program Manager and Lead Construction Manager
- Monitoring/Liaising/Reporting to the local authorities/line departments on construction activities in the district/s;
- Finalize calls for tenders in French and English (as relevant) which are to be published in local newspapers;
- Conduct the technical analysis and evaluation of all bids submitted for the respective tenders;
- Plan material delivery schedule well in advance and share it with procurement & logistics and project team;
- Ensure that the construction is carried out according to the drawing and specification provided by IOM. Record and report any deviation from the original design along with the reasons for the change;
- Report any changes to Lead Construction Manager and Program Manager to ensure that the procurement and contracts are adjusted accordingly;
- Prepare time and work schedule for each infrastructure and monitor the progress against it. Report to the Lead Construction Manager immediately regarding any discrepancy;
- Prepare final BoQ for the completed works; prepare materials reconciliation form prior to the certification of the works and thus payment to the contractor;
- Ensure that all projects to be implemented are coordinated and approved by the respective line departments;
- Coordinate IOM Construction Projects with local government and International/National Humanitarian agencies and participate in sectorial level coordination and technical meetings;
- Actively participate and contribute to the preparation of Design Development Documentation, Quality Assurance/Quality Control Plan, Health and Safety Plan and Environmental Management Plan and Report (EMPR);
- Contribute to the project development and reporting process by supporting the Programme Manager, Lead Construction Manager and Project Officer for the preparation of relevant project proposals and reports;
- Perform other duties as may be assigned.

**Education And Experience:**

- University Degree in Civil Engineering; Knowledge and training in local engineering concepts and field construction methodology; or equivalent combination of Education, Training & Experience
- Minimum seven years of experience in the construction field; experience in International organizations/UN/INGO/ Donor agencies is desirable;
- Experience in using office software packages (MS Word, Excel, PowerPoint, AutoCAD, etc); Excellent Monitoring & Evaluation Skills; Organizational Skills; Accuracy; Ability to work with minimal supervision.

**Languages**

Required	
French	Fluent
Haitian Creole	Fluent
English	Good

## **HOW TO APPLY**

Interested candidates should submit a CV with three references and fill out the PHF attached, and a cover letter outlining why they consider themselves a suitable candidate for this position. **As the subject in your e-mail application, kindly state your full name and the IOM vacancy notice's reference code.**

Only qualified candidates should apply and only those who have been short-listed will be contacted. **Applications received after the deadline will not be considered.** Applications should be sent to [iomhaitihrunit@iom.int](mailto:iomhaitihrunit@iom.int).

## **COMMENT POSTULER**

Les candidats intéressés doivent envoyer un CV avec trois références, une lettre de motivation expliquant pourquoi ils considèrent être un bon candidat pour cette position et remplir le formulaire PH en annexe. **L'objet de l'e-mail doit indiquer votre nom complet et le code de référence de l'avis de recrutement de l'OIM.**

Seuls les candidats répondant à ce profil devraient postuler et seuls ceux qui ont été présélectionnés seront contactés. **Les applications reçues après la date limite ne seront pas considérées.** Les dossiers de candidature doivent être envoyés à [iomhaitihrunit@iom.int](mailto:iomhaitihrunit@iom.int).