



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>Construction Engineer (4 positions)</b>
<b>Duty Station</b>	:	<b>Port-au-Prince, Haiti</b>
<b>Classification</b>	:	<b>Special (Grade Equiv. G5)</b>
<b>Type of Appointment</b>	:	<b>Special, 6 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>SVN2015/019</b>

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 in Port-au-Prince under the direct supervision of the Lead and Deputy Construction Managers and, indirect supervision of the Chief of Mission, the incumbent will be responsible and accountable for following activities.

- Assist in site planning, designing and preparing BoQs as needed in the field for any construction activity related to shelter program;
- Monitor the progress according to time schedule and report the supervisor immediately regarding any deviation;
- Submit weekly progress report to the Lead/Deputy Construction Manager in Port-au-Prince;
- Report any irregularities and delays to Lead/Deputy Construction Manager;
- Participate in the recruitment of local labor contractors for construction works according to the set procedures. This task must be done in close consultation with the Deputy and Lead Construction Managers;
- Support the training all new contractors to make sure that quality requirements are respected. Report any deviations to the Deputy and Lead Construction Managers ;

- Support the planning of material delivery schedule well in advance and share it with Lead/Deputy Construction Manager and Procurement & logistics;
- Closely work with procurement and logistics assistant, lead/deputy construction manager and Community Mobilizers to ensure that required construction materials are procured and delivered to the respective sites in a timely manner;
- Verify 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;
- Check field measurements and contractors' payment certificates;
- Prepare materials reconciliation form prior to final bill and certification of the works and thus recommend payments to the contractor;
- Provide necessary information and documentation to Lead and Deputy Construction Managers and Project Officer for the preparation of relevant project proposals and reports;
- Perform other duties as may be assigned by the Lead and Deputy Construction Managers.

### **Education And Experience:**

- Degree in Civil Engineering; Knowledge and training in local engineering concepts and field construction methodology;
- At least of 5 years of experience in the construction field; preferably in the Humanitarian Field
- Ability to work with minimal supervision;
- Good knowledge of Microsoft tools (Excel, PPT, Word);
- Excellent inter-personal communication;
- Capacity to work as part of a team, to handle stressful situation and sometimes hostile environments;
- Capacity to respect deadlines;
- Ability to work diplomatically, with empathy and tact. Sensibility to and ability to work with people from different backgrounds are essential skills;
- Good negotiation skills and problem solving skills, good organization and good writing skills.

### **Languages**

Excellent knowledge of French or English and Creole. Fluency in all three languages would be an asset.

## **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 [iomhaitihunit@iom.int](mailto:iomhaitihunit@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 [iomhaitihunit@iom.int](mailto:iomhaitihunit@iom.int).