



Vacancy Notice
SVN2024-003
Open to internal and external candidates

Position Title : **Liaison Senior Project Assistant**
Duty Station : **Cap-Haitian (1 Position)**
Classification : **Employee, Grade Equiv. G6**
Type of Appointment : **Special Short-Term Contract, 6 months with possibility of extension**
Estimated Start Date : **ASAP**
Closing Date : **February 8th, 2024**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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.

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the overall supervision of the Chief of Mission (CoM) and direct supervision of the Transition and Reintegration Manager, the Senior Assistant/Liaison will be the interlocutor for liaising with the government, local authorities, and general counterparts to provide support to the Project Manager in the identification of projects needed by the communities. This position is focused on maintaining and building relationships with the Haitian government, local committees, and the community.

The Transition and Reintegration Unit is implementing several projects to strengthen the dialogue between the Haitian State and the community through the rehabilitation of government infrastructure that provides services to the community, including schools and markets, among others.

Core Functions / Responsibilities:

1. Participate in assessments on infrastructure projects and prepare BOQs for repair.
2. Conduct regular site monitoring visits of program sites and draft reports on those visits as a basis to measure progress of contractors and for payment issuance.
3. Coordinate with Government counterparts, the community members and leaders for the implementation of infrastructure projects.
4. Draft designs and bill of quantities for infrastructure program projects.
5. Assist with the development of tender documents and assure that tendering procedures are carried out in respect of IOM policies.
6. Make recommendations to the Transition and Reintegration Manager with regard to project progress and contractor performance and check that the bill of quantities is respected and that materials are of specified quality.
7. Conduct regular field visits to project sites and provide on-site technical guidance.
8. Draft regular project reports in a timely manner.
9. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- High School Degree or Certificate in Humanitarian studies, law, social work, sociology or related field from an accredited academic institution with four years of relevant professional experience; or,
- Bachelor Degree or Equivalent or Higher in the above fields with six years of relevant professional experience.

Experience

- Networking experience working with local and national governments, as well as with local and international organizations;
- Experience in IOM administrative and internal procedures.

Languages

Fluency in French and English is required (oral and written).

Required Competencies

Values - all IOM staff members must abide by and demonstrate these three values:

- Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies

Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Managerial Competencies

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

Other:

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.

How to apply:

Interested candidates are invited to submit their applications via e-mail to smhtirecruitment@iom.int referring to this advertisement in the subject: "SVN2024_003_ Applicant name". Application must contain a CV and a cover letter in a unique file.

Only shortlisted candidates will be contacted.

Posting period: From 25.01.2024 to 08.02.2024