



Vacancy Notice

SVN2024/010

Open to internal and external candidates

Position Title : **National Wash Officer**
Duty Station : **Port-au-Prince, Haiti**
Classification : **Employee, Grade Equiv. NO-B**

Type of Appointment : **Special Short-Term Contract, 6 months with possibility of Extension – Upon Budget confirmation.**

Estimated Start Date : **ASAP**

Closing Date : **May 09th, 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:

Working under the overall supervision of the Head of Emergency Operations and the direct supervision of the WASH Program Coordinator, the WASH Officer will implement WASH activities and assist the Programme Coordinator (WASH) as required.

Core Functions / Responsibilities:

The successful candidate will be responsible for the following tasks:

1. Contribute to the development and coordinate the execution, monitoring and evaluation of the WASH projects in alignment with the overall response plan of the organization.
2. Ensure that the project(s) activities under his/her responsibility meet their intended scope, time and budget as per the project's work plan as designed by the Programme Manager (WASH) and inform of any delay or workaround required for timely completion of activities.
3. Provide necessary information and documentation to the Programme Manager (WASH) for the preparation of project proposals and/or for IOM to contact potential donors. Actively assist in the coordination of donor visits. Contribute to contingency planning for possible WASH emergency response if required.
4. Supervision and control areas /aspects:
 - a. Prepare and or review technical specifications, Bill of Quantities (BoQs), drawings of the WASH infrastructure and activities planned to be implemented as necessary in order to guarantee quality of the output and alignment to donor requirements. Assess technically the progress of the project(s) under supervision to ensure that compliance of outputs to planned targets is achieved.
 - b. Monitor budgets according to internal and donor requirements. Adhere to the guidelines provided by the Programme Manager (WASH) regarding the use of budget lines for the project(s) activities.
 - c. Mentor, coach and manage the staff under supervision and help to resolve team conflicts.
 - d. Plan and supervise the project(s) procurement plan, and make sure they are in line with what is approved by the Programme Manager (WASH) specifications or Bill of Quantities (BoQs). Closely coordinate with the procurement and logistics unit to ensure that the required materials and items are procured and delivered to the respective sites in a timely manner. Follow up the schedule with contractors and prepare and sign completion certificates. Work closely with the administrative units of IOM to ensure adequate contracts management, close out procedures and final payments to the contractors.
5. Coordination:
 - a. In coordination with the WASH Program Manager, coordinate with the WASH Cluster, other WASH agencies, government authorities / entities and any other relevant stakeholder to ensure that IOM WASH activities are coordinated to avoid duplication, violation of national regulations or contravention of operational agreements set by the humanitarian community at the country level. Ensure that all relevant permits and authorizations are obtained from the local authorities to guarantee project stability and good relations with the local government.
 - b. Under the direction of the Programme Manager (WASH), coordinate the implementation of activities with IOM support units and ensure that inter-sectoral activities / approaches are planned and coordinated with the respective units / projects.
6. Maintain an effective and active communication with all the stakeholders. Make sure that the relevant and necessary information is transmitted on a timely manner

- upstream to the Programme Manager (WASH) and downstream to the members of the WASH team under supervision.
7. Monitor the project implementation by performing regular visits to the areas of operation (when feasible) and record relevant data for further analysis. Ensure that all the project data and information is archived and shared appropriately. Prepare and submit regular progress reports to Programme Manager (WASH) indicating progress, constraints and requirements for project completion.
 8. Contribute to ensure that cross-cutting issues are integrated in the WASH programming such as Gender-Based Violence (GBV), Accountability to Affected Populations (AAP), environment and other cross-cutting issues of relevance.
 9. Assess the knowledge gap within the team and IPs on the different technical and programmatic aspects and facilitate hands-on training and knowledge sharing through various means and methods. In coordination with the Programme Manager (WASH), participate in conducting training, workshops, annual and mid-year review planning workshop.
 10. Perform such other duties that may be assigned.

Required Qualifications and Experience

Education

- Master's Degree in Engineering (Civil, Environmental, Mechanical or Chemical), Geophysics, Hydrogeology, Geology or Public Health, from an accredited academic institution with 2 years of relevant professional experience;
- or University degree in the above fields with 4 years of relevant professional experience.

Experience and Skills

- Experience in the design and implementation of WASH infrastructure, including contract management; previous experience in Solar Pump System Power is desirable
- Experience in the implementation of WASH activities that include the promotion of hygiene;
- Experience in water supply networks, water trucking, safe sanitation, solid waste management and wastewater treatment;
- Experience or knowledge in CBI
- Experience on Cholera/acute watery diarrhoea (AWD) disease outbreak and response.
- Good Monitoring and Evaluation (M&E), managerial, & organizational skills
- skills in reporting and data analysis
- skills in using spreadsheet, word processor. Knowledge of GIS software is desirable.
- Good communication and leadership skills
- Ability to coach and improve the skills of the WASH team
- Capacity to work effectively with Donors, local authorities, stakeholders, beneficiaries, and the broader community to advance country Office or regional objectives.

- Ability to work with limited supervision and managing team and activities by remote control

Languages

IOM's official languages are English, French, and Spanish.

Required

- For this position, fluency in French is required (oral and written).
- Working knowledge of English.

Desirable

Working knowledge of Haitian Creole

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 - Behavioral indicators – Level 2

- 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 leadership and professional potential.
- Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.

- Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.
- Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- Humility: Leads with humility and shows openness to acknowledging own shortcomings.

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_010_******Applicant name***". Application must contain a CV and a cover letter in a unique file.

Only shortlisted candidates will be contacted.

Posting period:

From: **22/04/2024** to **07/05/2024**