

Call for Applications

Position Title : **Programme Coordinator (Shelter and Settlements)**

Duty Station : **Multiple Duty Stations**

Classification : **Professional Staff, Grade UG**

Type of Appointment : **Special short-term ungraded, six months with possibility of extension**

Estimated Start Date : **As soon as possible**

Closing Date : **15 June 2023**

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.

Internal and external candidates will be considered for this vacancy. For the purposes of this vacancy, internal candidates are defined as staff members holding a regular, fixed-term or short-term graded or ungraded contract, including Junior Professional Officers (JPOs), staff on Special Leave Without Pay (SLWOP), and staff members on secondment/loan released by the Organization, unless otherwise specified in their contract. Staff members holding a regular, fixed-term or short-term graded contract will not retain their contract type if appointed to an ungraded position.

Context:

Under the overall supervision of the Chief of Mission (CoM) of the respective duty station and direct supervision of the Emergency Coordinator/ Head of Programmes, the Programme Coordinator (Shelter & Settlements) will provide support in the implementation and monitoring of Shelter & Settlements related activities.

Core Functions / Responsibilities:

1. Develop and ensure the execution of the Shelter & Settlements (S&S) strategy for IOM in the country, ensuring settlement's approach is incorporated within emergency, transition and/or recovery programming.
2. Manage the overall implementation of the S&S programme to guarantee that scope, budget, time and quality are in accordance to the different projects specifications, donor requirements and IOM rules and regulations.
3. Ensure appropriate and timely resource mobilization for the successful implementation of the different projects in the S&S programme. Proactively identify programme development opportunities, new funding sources, new thematic areas of technical intervention and strategic partnerships that would promote the expansion of the IOM S&S portfolio. Liaise effectively with donors at local and regional level to advocate for adequate funding to sustain the S&S programme and prepare proposals for funding.
4. Lead the design process and oversee compliance of technical specifications for the

implementation of the required S&S housing, infrastructure and services to guarantee quality of the output and alignment to international and national standards and donor requirements.

5. Ensure sound financial management of S&S projects to guarantee alignment with internal and donor requirements. Ensure that budget lines are respected and monitor burn rates for the effective use of the funds.

6. Manage and monitor technically and administratively the S&S team. Ensure that adequate and relevant capacity building are provided to the members of the team. mentor, coach and manage the staff under supervision; support the performance evaluations and oversee and help to resolve team conflict.

7. In coordination with the Resources Management Unit and Procurement and Logistics Unit, oversee all S&S programme related procurement efforts for supplies and services, ensuring that the processes are transparent and in line with IOM and donor's regulations. Provide the necessary resources to effectively monitor all contractual agreements with service providers and / or implementing parties.

8. Actively liaise with the Shelter Cluster, shelter agencies, government authorities / entities and any other relevant stakeholder to ensure that IOM S&S 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 any needed operational agreement or authorization from the local authorities is convened to guarantee project stability and good relations with the local government.

9. Coordinate internally within IOM units / programmes the implementation of activities and ensure that inter-sectoral activities / settlement approach are planned and coordinated with the respective units / programmes.

10. Ensure an effective and active communication with all the stakeholders. Make sure that the relevant and necessary information is transmitted downstream to all the members of the S&S team on a timely manner. Prepare project reports, situation reports, programme updates as necessary and/or as requested by the management and ensure that all the project data and information is archived and shared appropriately.

11. Ensure that the S&S program is driven by a sound Monitoring, Evaluation and Learning framework that leads to continuous improvement and fine-tuning of systems and processes.

12. Ensure cross-cutting issues are integrated in the S&S programming such as Housing, Land and Property (HLP), Disaster Risk Reduction (DRR), Gender-Based Violence (GBV), Protection Against Sexual Exploitation and Abuse (PSEA), Accountability to Affected Populations (AAP), Environment and other cross cutting issues of relevance.

13. Perform such other duties that may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Civil Engineering, Architecture, or a related field from an accredited academic institution with five years of relevant professional experience; or,
- University degree in the above fields with seven years of relevant professional experience.

Experience

- Experience in designing and managing multiple S&S projects of diverse nature (e.g. disaster, conflict, etc, displaced and non-displaced, settlement level interventions, in-kind and cash based

support, etc.), and coordinating with partners and government counterparts;

- Prior experience in designing and implementing a shelter strategy, including host family situations, collective shelter and camp settings, in emergency while considering the transition to more sustainable solutions.
- Experience in technical shelter/housing or infrastructure design including development of bill of quantity (BoQ)s, tendering, technical specification, and construction monitoring.
- Experience in construction management of permanent structures such as houses, schools, hospitals in terms of workplan, as well as cost management/payment certificate, quality management/contractor supervision, working drawings/technical specifications, staffing and public safety at construction sites.
- Experience in application of participatory approaches to facilitate active participation of communities into the project cycle and into the construction process, including needs assessments.
- Experience in planning and implementing distributions (cash or in-kind)
- Prior Experience in common pipelines;
- Experience in humanitarian coordination;
- Familiarity of IOM procedures including Supply Chain, Human Resources (HR), etc.

Skills

- Computer literate (word processors, spreadsheet, database, ETABS, Civil 3D, CAD (AutoCAD, ArchiCAD or similar engineering software), and statistical packages, etc.);
- Project formulation, planning, supervision and management skills;
- Knowledge on environmental planning, coordination in humanitarian settings;
- Knowledge of standards related to Water, Sanitation and Hygiene (WASH), environment, HLP, protection;
- Works effectively with Donors, local authorities, stakeholders, beneficiaries, and the broader community to advance country office or regional objectives.

Languages

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

For this position, fluency in English is required (oral and written). Working knowledge of the local language in duty station is an advantage.

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

Notes

This Call for Applications is being made in order to pool applicants, and those who are successful candidates may be deployed on various missions throughout different countries.

¹ Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

Required Competencies:

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

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **Integrity and transparency:** Maintains 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.
- **Courage:** Demonstrates willingness to take a stand on issues of importance.

- **Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

Core Competencies – behavioural indicators

- **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 actions and delegated work.
- **Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

Managerial Competencies – behavioural indicators

- **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.

IOM's competency framework can be found at this link.

https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf

Competencies will be assessed during a competency-based interview.

Other:

Internationally recruited professional staff are required to be mobile. Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

For this staff category, candidates who are nationals of the duty station's country cannot be considered eligible.

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.

Vacancies close at 23:59 local time Geneva, Switzerland on the respective closing date. No late applications will be accepted.

How to apply:

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 15 June 2023 at the latest, referring to this advertisement.

IOM only accepts duly completed applications submitted through the IOM e-Recruitment system. The online tool also allows candidates to track the status of their application.

Only shortlisted candidates will be contacted.

For further information please refer to: www.iom.int/recruitment

Posting period:

From 02.06.2023 to 15.06.2023

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.

Requisition: CFA 2023 32 Programme Coordinator (Shelter and Settlements) (UG) Geneva, Switzerland (58173708) Released

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