

**CALL FOR APPLICATIONS**

**Open to Internal and External Candidates**

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|  Position Title | : | **Project Assistant (WASH/NFI)** |
|  Duty Station | : | **Odesa**  |
|  Classification | : | **General Service Staff, UG (1,300 USD per month)** |
|  Type of Appointment | : | **Special Short-Term, Six months with possibility of extension** |
|  Estimated Start Date | : | **As soon as possible** |
|  Closing Date | : | **01 February 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.*

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

***Context:***

The intensity of the armed violence in Ukraine is having a severe humanitarian impact on the population. The conflict has resulted in a loss of life, injuries, and mass movement of the civilian population throughout the country and to neighbouring countries, as well as severe destruction and damage to civilian infrastructure and residential housing. In summary, according to OCHA reports, with the scale and direction of the ongoing military operation, 18 million people are projected to become affected, including up to 6.7 million people projected to be newly internally displaced. Of the affected population, 12 million people are expected to need humanitarian assistance, and 6 million with the most urgent humanitarian needs – including shelter, water, sanitation, hygiene services and basic non-food items.

IOM Water, Sanitation, and Hygiene (WASH) program is rapidly scaling up to address the Non-Food items (NFI) – particularly WASH-related NFIs distribution in the country. The intervention includes NFI need assessments, verification, coordination, procurement, transportation, warehousing, and direct and indirect distributions of critical WASH NFI supplies, materials, and equipment.

Under the overall supervision of the Chief of Mission (CoM) and the Program Manager (WASH) and direct supervision of the Project Officer (WASH/NFI), the successful candidate will be responsible and accountable for carrying out WASH/NFI project functions in different hubs.

***Core Functions / Responsibilities:***

1. Track/verify the respective WASH NFI procurements, supplies preposition/transportation and distribution data, and keep WASH NFI in & out the matrix in coordination with Project Officer (WASH NFI), Project officers (WASH), Procurement Unit, Warehouse Logistic Officer, and the Field Focal Points. Crosscheck different data sets and reconcile data gaps. Provide operational information that will be used for the allocation of items.
2. Liaise with Implementation Partners (IPs) and compile and track WASH NFI requests.
3. Coordinate the release of WASH NFI stock items to the requester from IOM warehouses after receiving endorsement either by the Project officer (WASH/NFI) or Project officer (WASH) or Program Offer (WASH) when applicable to IOM WASH program, procurement, and logistics unit.
4. Create and maintain updated catalogue of items for the WASH stock.
5. Provide a weekly consolidated report of the activities and events related to the WASH NFI stock of items.
6. Prepare implementation agreements, Donation Agreement, and other necessary documents related to the WASH NFI, in coordination with the IOM Resource Management Unit and WASH Programme, arrange for obtaining signatures from both IOM and partners sides.
7. Maintain close communication with partners and follow up as necessary to ensure timely and quality data/reports received.
8. Ensure IOM and donor visibility in both IOM and partners distribution.
9. Undertake duties delegated by the respective supervision, hold self-accountable in completion of assigned task and manage resources efficiently.
10. Perform such other duties as may be assigned.

***Required Qualifications and Experience***

**Education**

* Bachelor’s degree or equivalent in International Relations, Political or Social Sciences, Business or Public Administration, International Relations, Law or a related field from an accredited academic institution with two years of relevant professional experience;

OR

* High School diploma/certificate in the above fields with two years of relevant professional experience.

**Experience**

* Experience in a professional/ office setting (humanitarian agency or international organization preferred);
* Experience in office management and assigning tasks, deadlines and routine responsibilities;
* Experience working in international organization or in an international workplace;
* Experience with reporting and data consolidation.

**Skills**

* Strong writing and communication skills;
* Strong analytical skills;
* Computer literacy, with particular fluency in Microsoft Office;
* Proven ability to establish and maintain effective working relationships with people of diverse cultural and national backgrounds;

**Languages**

Fluency in English and Ukrainian (oral and written). Working knowledge of Russia is desirable.

***Required Competencies***

The incumbent is expected to demonstrate the following values and 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: 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.

**Core Competencies** – behavioural indicators *level 2*

* 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.

***Other***

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

Appointment will be subject to certification that the candidate is medically fit for appointment and security clearances.

A prerequisite for taking up the position is legal residency in the country of the duty station and work permit, as applicable.

***How to apply:***

Interested candidates are invited to submit their applications on IOM Personal History Form ([iom.org.ua/sites/default/files/personal\_history\_form\_0.xls](file:///C%3A%5CDownloads%5Ciom.org.ua%5Csites%5Cdefault%5Cfiles%5Cpersonal_history_form_0.xls)) to iomukrainerecruitment@iom.int by **01  February 2023** at the latest, referring to this advertisement in the subject line of your message.

Only shortlisted candidates will be contacted.

***Posting period:***

From 18.01.2023 to 01.02.2023.