

**Open to Internal and External Candidates**

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| Position Title | : | **Project Assistant (Housing) - 3 positions** |
| Duty Station | : | **Kyiv, Ukraine** |
| Classification | : | [**General Service Staff, Grade G5 \***](https://www.un.org/Depts/OHRM/salaries_allowances/salaries/ukraine.htm) |
| Type of Appointment | : | **Special short-term, Six months with possibility of extension** |
| Estimated Start Date | : | **As soon as possible** |
| Closing Date | : | **13 April 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:***

Under the overall supervision of the Chief of Mission, the Programme Coordinator (Housing) and Programme Manager (Construction), the direct supervision of Senior Construction Manager (NOB) and in coordination with other technical programme specialists, the successful candidate will support IOMs efforts to improve living conditions of crisis affected population across Ukraine.

The incumbent will be responsible for monitoring of housing and infrastructure projects, repairs and rehabilitations of damaged buildings, in coordination with relevant colleagues, partners and municipalities. Also, when required, she/he will support activities related to collective centres regarding infrastructure repairs and refurbishment. In addition, to following up on the work of contractors/labours.

***Core Functions / Responsibilities:***

1. Do technical assessment of damaged buildings/engineering networks, document damages and recommend solution for repair works report needs in structured form to the Senior Construction Manager.
2. Draft Bills of Quantity and Bills of Materials, and other necessary documentation based on national legislation and IOM standards.
3. Coordinate with the other department, mainly CCCM, WASH on the interventions to be undertaken in collective centres.
4. Assist the project officer with the coordination with Supply Chain Unit on the procurement process, delivery of program items, and with the bidding processes.
5. Monitor activities and contractors continuously, to keep track of work and budget plans and report potential gaps/delays in the implementation to the PM.
6. Work closely with relevant internal units to support that Housing, Land and Properties (HLP) issues are considered and integrated in the unit’s response during all phases of the project.
7. Ensure that program trackers are up to date and reflecting field activities correctly.
8. Monitor implementation of construction activities at field and compliance with safety measures and visibility requirements of donors.
9. Contribute as requested to the reports by providing inputs and data (including weekly, monthly, interim and final project reports), in addition to submitting regular progress reports.
10. Conduct quality control and document progress of works on-site. Navigate changes and correction where necessary and needed. Document any changes from original designs and plans and coordinate closely with the programme management and procurement units.
11. Adhere to the highest standard to IOMs policy on the Prevention of Sexual Exploitation and Abuse (PSEA) and verify implementation partner and contractor implement those standards to the same level.
12. Participate in coordination of shelter/NFI related meetings with external stakeholders (governmental, other aid actors, affected population), cluster technical working groups as instructed by Programme Manager (Construction) and Senior Construction Manager.
13. Ensure proper filing of documents according to data protection and confidentiality protocols.
14. Perform such other duties as may be assigned.

***Required Qualifications and Experience***

**Education**

* High school diploma/certificate or equivalent with at least five years of relevant work experience

OR

* Bachelor’s degree or equivalent in Civil Engineering/Architecture from an accredited academic institution with at least three years of relevant professional experience
* Certification as a licensed professional engineer.

**Experience**

* Experience in the field of construction engineering and contract management;
* Experience in design, planning and implementation of civil design construction and WASH projects.
* Experience working with a non-governmental organization and/or international organization is an advantage.
* Excellent knowledge of structural analysis and operating adequate software. Also using of design software such as AutoCAD and planning software such as MS Project;
* Knowledge of applicable codes, policies, standards and best practices related to project
* Proficiency in computer applications (MS Word, Excel, Outlook etc).
* Versatile in use of design related software (e.g. AutoCAD, ArchGIS) and ability to prepare schedules/bills of quantities and cost estimates.
* A sound and up-to-date knowledge of local construction techniques and materials.
* Ability to work quickly and accurately and pay attention to detail.
* Ability to meet deadlines and work under pressure.
* Ability to present clear and concise information and good communication skills.
* Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.

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

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

**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.
* 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 – level 1

* 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 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**](https://ukraine.iom.int/sites/g/files/tmzbdl1861/files/documents/personal_history_form_2016.xls)to [iomukrainerecruitment@iom.int](mailto:iomukrainerecruitment@iom.int) by **13 April 2023** the latest, referring to this advertisement in the subject line of your message.

Only shortlisted candidates will be contacted.

***Posting period:***

From 30.03.2023 to 13.04.2023.