



International Organization for Migration (IOM)

The UN Migration Agency

## Annex 2: Terms of Reference

<b>I. POSITION INFORMATION</b>	
Position title	Shelter/WASH Officer
Position grade	P3
Duty station	Bunia, Democratic Republic of Congo
Appointment type	SBP
Job Family	Emergency Preparedness/Response
Organisation Unit	Operations and Emergencies
Reports directly to	Shelter/WASH Project Manager
<b>VACANCY-SPECIFIC INFORMATION</b>	
<b>II. ORGANIZATIONAL CONTEXT AND SCOPE</b>	
<p>Under the overall supervision of the Chief of Mission and the direct supervision of the Shelter/WASH Project Manager, the incumbent will be responsible for the implementation of IOM Shelter/WASH activities in camps and out of camps in Ituri province, DRC. He or she will assist the concerned programme unit with the following:</p>	
<b>III. RESPONSIBILITIES AND ACCOUNTABILITIES</b>	
<ol style="list-style-type: none"><li>1. Monitor, supervise and oversee the Shelter/WASH field assistants responsible for the execution of project components in a given area.</li><li>2. In close coordination with Shelter/WASH PM, oversee all technical aspects of IOM construction work (Shelter and WASH) including but not limited to assessment, design, BoQ calculation, tendering, technical specification, and monitoring while liaising with partner organizations and governmental authorities to synergize existing activities.</li><li>3. Contribute to the development and implementation of Shelter/WASH design standards, monitoring mechanisms, quality control &amp; assurance mechanisms, cash transfer assistance tools and construction specifications in respective technical field.</li><li>4. Compare the actual working progress with the work plan agreed with the donor and take the required action to ensure successful completion as per the work plan.</li><li>5. Contribute to the mainstreaming of GBV risk mitigation measures in all shelter and WASH activities.</li><li>6. Conduct joint verification site visits and ensure that projects are completed to a satisfactory standard before any payments are authorized.</li><li>7. Ensure accurate record keeping, Shelter/WASH projects inspections, quality audits and records of actual quantities maintained, drawings are kept up to date and variations and addendums are issued correctly.</li><li>8. Represent IOM Shelter/WASH in all relevant forums, including cluster coordination meetings, inter-cluster meetings and partner meetings.</li><li>9. Support the implementation of small scale mitigation &amp; site development work in coordination with the CCCM team, map safety risks and other hazards at site level and surrounding communities when feasible.</li><li>10. Ensure appropriate links with national/local authorities, state institutions, civil society and other relevant stakeholders, including effective coordination and information exchange with them.</li><li>11. Assist with the development of IOM Shelter/WASH standard operating procedures as well as other strategic documents.</li><li>12. Perform such other duties as may be assigned.</li></ol>	
<b>IV. REQUIRED QUALIFICATIONS AND EXPERIENCE</b>	



<b>EDUCATION</b>	
<ul style="list-style-type: none"> <li>Master's degree in Engineering or Architecture or a related field from an accredited academic institution with two years of relevant professional experience; or</li> <li>University degree in the above fields with four years of relevant professional experience.</li> </ul>	
<b>EXPERIENCE</b>	
<ul style="list-style-type: none"> <li>Relevant professional experience in disaster management in humanitarian context, Shelter and WASH</li> <li>Three (3) years of practical experience with international organizations, in development, implementation and evaluation, and/or programme implementation and management;</li> <li>Experience in Shelter, WASH, and project management;</li> <li>Familiarity with different project cycle steps and donor relations;</li> <li>Ability to supervise large numbers of staff;</li> <li>Experience to utilize and operate engineering-related software such as AutoCAD.</li> </ul>	
<b>V. LANGUAGES</b>	
Required (specify the required knowledge)	Advantageous
Fluency in French & English is required.	
<b>VI. COMPETENCIES</b>	
<p>The incumbent is expected to demonstrate the following competencies:</p> <p><b>Values</b></p> <ul style="list-style-type: none"> <li>Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.</li> <li>Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.</li> <li>Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.</li> </ul> <p><b>Core Competencies – behavioural indicators level 2</b></p> <ul style="list-style-type: none"> <li>Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.</li> <li>Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.</li> <li>Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.</li> <li>Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.</li> <li>Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.</li> </ul> <p><b>Managerial Competencies – behavioural indicators level 2</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>	



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- 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.

**Notes**

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