



IOM International Organization for Migration

CALL FOR APPLICATIONS
Open to Internal and External Candidates

Position Title : **Project Officer (Shelter/NFI)**
Duty Station : **Chisinau, Moldova**
Classification : **General Service Staff**
Type of Appointment : **Special Short-Term Ungraded**
Duration : **Three months with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **26 January 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:

Following the launch of military operations across Ukrainian territory on 24 February 2022, substantive flows and displacements across Ukraine and toward neighbouring countries have been reported countries in the following days. As response to the Ukrainian crisis, IOM Chisinau has increased operational activities which requires additional administrative staff.

Under the overall supervision of the Emergency Coordinator in IOM Chisinau and the direct supervision of the Program Officer Shelter/NFI, the incumbent will be responsible for:

Core Functions / Responsibilities:

1. In support of the Programme Officer / Head of Unit, lead day-to-day implementation of upcoming project activities linked Shelter and Non-Food Items (NFIs), including preparation of the project; liaison with authorities, donors in PM's absence, and partners; oversight of day-to-day implementation; capacity building of field staff; monitoring and reporting; and related activities. Undertake regular visits to the areas of operation for the purposes of project monitoring, staff capacity building, liaison with local authorities and partners, etc.
2. Support the PO to new project tools, guidelines, SOPs for existing activities, like NFI distribution, Refugee accommodation center rehabilitation, transit side development, etc and suggest new Shelter thematic areas of interventions.
3. Support the planning, development, supervision and implementation of all shelter and NFI activities of the programme in both refugee accommodation centers (RACs) and host community and assure high level quality of deliverables.
4. In coordination with procurement/admin units, manage with service providers and implementing partners, who may be engaged to support the implementation of IOMs activities Work closely with staff, partners, and government to ensure appropriate project design; incorporation of lessons

learned from earlier, similar projects; and lead capacity building efforts to ensure best practices are implemented in Shelter project activities.

5. Provide project related training to the beneficiary, governmental technicians, and concerned community members related to the project beneficiary targeting, verification & AAP.
6. Travel to targeted locations (depending on the needs) for several days per week to monitor the NFI distribution, RAC rehabilitation etc, including overnight stay in remote areas.
7. Work in close coordination with the refugee community and all its representatives, including women, children, elderly, and persons living with disabilities to ensure the specific needs and suggestions from all targeted beneficiaries are known. Work in close coordination with the Project assistants to ensure that the overall Shelter and NFI response address the needs of the targeted population, in the respect of dignity and local culture.
8. Contribute to regular data collection through Kobo or Redrose in the field during needs assessments, beneficiary registration, post distribution monitoring, baseline and end-line surveys. And In coordination with AAP and M&E Unit, develop and maintain a system to ensure continual feedback and learning over the course of the project.
9. Conduct Beneficiary targeting, Registration, and verification in collaboration with local administration and as well lead all the community outreach activities
10. Monitor proper documentation of the shelter including that all supportive documents for the projects (distribution reports, waybills, stock movements, beneficiary registration, land agreements, etc.) are recorded in the shelter database.
11. Ensure that community assessment guidelines, including criteria developed for the selection of beneficiaries, are properly followed up in all areas of intervention for the shelter programme.
12. Provide support to the PO to work closely with the Resource Management unit, coordinate procurement, logistics, finance, HR, and administrative tasks for Shelter & NFI project activities
13. Supportive documents for the projects (distribution reports, waybills, stock movements, beneficiary registration, land agreements, etc.) are recorded in the shelter database.
14. Ensure that community assessment guidelines, including criteria developed for the selection of beneficiaries, are properly followed up in all areas of intervention for the shelter programme.
15. Provide support to Ensure all Shelter activities are integrated with cross-cutting issues such as gender, children, and other vulnerable groups in the shelter programme.
16. Perform other duties as may be assigned.

Required Qualifications and Experience

Education

- Master's degree in Civil Engineering, Architecture, Urban Planning and/or Social Sciences or a related field from an accredited academic institution with relevant professional experience; or
- University degree in the above fields with two years of relevant professional experience.

Experience

- Experience in managing a team.
- Experience with strategic planning approaches project management, and report writing.
- Work experience in donor relations and report writing for specific donors of IOM's interest would be an advantage.
- Experience in working in inter-agency and collaborative environments.
- Previous exposure to work with UN agencies, Governmental entities, Civil Society Organizations, and other stakeholders.

Skills

- Knowledge or experience of migration and refugee issues an advantage;
- Experience managing common operational datasets;

- Experience managing common software for production of reports, infographics and other IM products including ArcGIS, MS Publisher, etc.

Languages

Fluency in English, Romanian and Russian is required. Knowledge of Ukrainian is an advantage.

Required Competencies

The successful candidate 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.

Managerial Competencies – behavioural 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 potential.
- 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.

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, security clearances and a valid COVID certification.

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 applicants are invited to send the Personal History form https://civic.md/userfiles/attachments/14191/IOM_Personal_History_Form.xls and cover letter in English to: harchisinau@iom.int

Please, indicate the position you are applying for and reference code in the subject line of your message.

Closing date for applications is **26 January 2023**.

In order for an application to be considered valid, IOM only accepts the Personal History Forms duly completed.

Only shortlisted candidates will be contacted.

Posting period:

From 20.12.2022 to 03.01.2023

Extended: 13.01.2023 to 26.01.2023