



IOM International Organization for Migration

CALL FOR APPLICATIONS

Open to Internal and External Candidates

Position Title : **Project Officer Transitional Shelter**
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 neighboring 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. Assist the Shelter/Non-Food Items (NFIs) Programme Officer in the development and implementation of the IOM transitional shelter strategy.
2. Ensure timely and adequate implementation of the rental assistance programme including conducting rental market assessments, facilitating the transfer mechanisms, and maintaining the monitoring framework.
3. Provide regular and detailed reports to the Shelter/NFIs Programme Officer on the implementation of the programme, including progress reports, beneficiary lists in locations, and staff/volunteer activities to enable the implementation of the programme as planned.
4. Produce and update documents necessary to implement IOM transitional shelter solution, including maintaining Standard Operating Procedures (SOPs), reporting, material specifications, drawings, and other technical documents.
5. Build the capacity of the project Assistants to ensure efficient and timely implementation of the project activities and objectives.

6. Provide strong leadership, working to ensure both short and long-term positive impacts and outcomes for the beneficiaries, local authorities (where applicable) and local staff.
7. Lead the team to conduct needs assessments and reports in areas of operation as required.
8. Develop intervention activities relevant to the local context utilizing findings from needs assessments.
9. Monitor the data collection related to beneficiaries, IOM selection of households and ensure adequate information sharing internally and externally.
10. Undertake field visit and liaise with counterparts as per programme requirements.
11. Compile and draft shelter programme beneficiaries' stories.
12. Ensure close coordination with local government authorities transitional shelter working group and relevant partners in all phases of the programmes implementation.
13. Ensure that the integration of cross-cutting issues such as environment, gender, children, Gender Based Violence (GBV) and other vulnerable groups are considered in the programme implementation.
14. Ensure donor visibility in all of the activities of the Transitional shelter activities.
15. Represent the IOM Shelter/NFIs Programme in Transitional shelter working group and Government meetings and develop partnerships with relevant stakeholders. Take minutes of the meeting and keep track of those meetings for filing and reporting purposes.
16. Perform such 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 Civil Engineering, Architecture, Urban Planning and/or Social Sciences the above fields with two years of relevant professional experience.

Experience

- Experience in project/office management in emergency environments.
- Experience in implementing shelter/NFI activities in a humanitarian emergency.
- Experience in implementing cash-based interventions, specifically rental assistance
- Previous experience with IOM and other UN specialized agencies is an advantage.
- Experience in liaising with governmental and diplomatic authorities as well as with national and international institutions; experience with project implementation, scheduling, and deployment of resources.

Skills

- Strong management capability and experience, especially in the field of humanitarian assistance.
- Familiarity with financial and business administration.
- Excellent communication and negotiation skills.
- Good computer literacy. Knowledge of Computer-aided design programmes as well as design programmes, such as AutoCAD and Adobe InDesign is an advantage.

Languages

Fluency in English and Romanian is required. Working knowledge of Russian 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: hrchisinau@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