



IOM International Organization for Migration

Special Vacancy Notice 2023-16 Open to Internal and External Candidates

Position Title	: Senior Project Assistant (Transitional Shelter)
Duty Station	: Chisinau, Moldova
Classification	: General Staff Category, Grade G-6, UN Salary Scale
Type of Appointment	: Short term, nine months with possibility of extension
Estimated Start Date	: ASAP
Closing Date	: August 15, 2023

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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. Well qualified candidates, particularly women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV are particularly encouraged to apply.

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 manager Shelter/NFI, the incumbent will be responsible for:

Core Functions / Responsibilities:

1. Assist the Shelter/Non-Food Items (NFIs) Programme Manager in the development and implementation of the IOM transitional shelter strategy.
2. Coordinate 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 Manager 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. Update documents necessary to implement IOM transitional shelter solution, including maintaining Standard Operating Procedures (SOPs), reporting, material specifications, drawings, and other technical documents.
5. Provide strong leadership, working to facilitate the achievement of both short and long-term positive impacts and outcomes for the beneficiaries, local authorities (where applicable) and local staff.
6. Guide and support the team to conduct needs assessments and reports in areas of operation as required.
7. Monitor the data collection related to beneficiaries, IOM selection of households and ensure adequate information sharing internally and externally.
8. Undertake field visit and liaise with counterparts as per programme requirements.
9. Compile and draft shelter programme beneficiaries' stories.
10. Ensure close coordination with local government authorities transitional shelter working group and relevant partners in all phases of the programmes implementation.
11. Support the PM to 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.
12. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education:

- High school diploma with six years of experience; or,
- Bachelor's degree in Civil Engineering, Architecture, Urban Planning and/or Social Sciences or a related field from an accredited academic institution with four 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.
- Strong management capability and experience, especially in the field of humanitarian 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:

- Computer/software literate, very good skills required in Excel, Word, PowerPoint, Outlook and kobo toolbox.
- Ability to organize paperwork in a methodical way;
- Discreet and clients-oriented, patient and willingness to learn new things;
- Attention to detail and accuracy in all matters.
- Familiarity with financial and business administration.
- Excellent communication and negotiation skills.
- Knowledge of Computer-aided design programmes as well as design programmes, such as AutoCAD and Adobe InDesign is an advantage.

Languages:

Fluency in English, Russian, Romanian is required (oral and written). Working knowledge of Ukrainian an advantage, or any other languages.

Required Competencies

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: maintain 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 leadership and professional potential.
- Empowering others: Creates 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 vacancy notice is subject to funding confirmation.

Internals of the Organization and NMS candidates will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

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

Only candidates residing in the country of the duty station will be considered. In all cases, 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 **15 August 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 08.08.2023 to 15.08.2023