



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position	: Project Assistant (HH/ Site Planning and Construction)
Organizational Unit	: Humanitarian Hub
Duty Station	: Maiduguri
IOM Classification	: G5
Type of Appointment	: Special Short Term (SST) 6 months with possibility of extension
SVN No.	: SVN2018/108
Estimated Start Date	: As soon as possible
Closing Date	: 11th November, 2018

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. Internal 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 Humanitarian Hubs Project Coordinator and direct supervision of the Technical Support Officer, the successful candidate will be responsible for the preparation of technical designs and bill of quantities of all construction-related projects of the program, supervision of the construction works and ensure that all construction-related projects are completed in accordance to the quality and quantity indicated in the project bill of quantities.

Core Functions / Responsibilities:

1. Draft technical drawings, bill of quantities (BOQ), in-house estimate, in-house project implementation plan, etc. of construction related projects and submit them to the Technical Services Officer for evaluation. Conduct ocular inspection of the site before the preparation of the technical documents, if necessary.
2. Verify the contractor understands the specifications of the projects and has logical and realistic methodology to implement the project. Review and recommend to the Technical Services Officer, the contractor's Gantt chart for approval.
3. Monitor and document the actual progress of the contractor's work. Prepare project progress reports.
4. Prepares weekly progress reports of all construction-related projects and submit them to the Technical Service Officer for review.
5. Perform such other duties as may be required.

Required Qualifications and Experience

- Completed Diploma /university degree from an accredited academic institution.
- At least three years relevant professional experience in Construction or related field.
- Previous experience in setting up of Hubs and field based staff accommodation;
- The job requires the incumbent to show competency in team work, reliability under pressure, capacity handle several tasks of varying priorities at the same time and careful observance of technical guidelines
- The staff will be expected to support the project in multiple locations as well as provide on-job support/training to the staff that will be deployed to these Hubs and Base Camps.

Languages

Fluency in **English** and **Hausa/Kanuri**

Required Competencies

The incumbent is expected to demonstrate the following 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.

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.

Only candidates residing in the country of the duty station within commuting distance of the duty station will be considered.

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

Women with the above qualifications are encouraged to apply.

How to apply:

Interested candidates are invited to submit their applications via email to **HRNIGERIA@iom.int** indicating position applied on subject line by **Sunday 11th November 2018**

In order for the applications to be considered valid, IOM only accepts applications with a cover letter not more than one page specifying the motivation for application, addressed to **Human Resources, International Organization for Migration (IOM)** and with a subject line **SVN2018.108 Maiduguri. Project Assistant (HH Site Planning & Construction) G5**

All applications should include a functional email address, mobile numbers and detailed curriculum vitae (CV).

Please note that this position is open only to Nigerian National applicants and only shortlisted candidates will be contacted.

Posting period:

From 29.10.2018 to 11.11.2018