



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position : **Senior Project Assistant (Construction)**
Organizational Unit : **Immigration Border Governance**
Duty Station : **Abuja**
IOM Classification : **G6**
Type of Appointment : **Special Short-Term (SST) 6 months with the possibility of extension**
SVN No. : **SVN2023.056**
Estimated Start Date : **As soon as possible**
Closing Date : **15 May 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 work environment. Read more about diversity and inclusion at IOM at www.iom.int/diversity. Applications are welcome from first- and second-tier candidates, particularly qualified female candidates. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

CONTEXT:

Under the overall supervision of the Senior Programme Manager Immigration and Border Management (IBM) and direct supervision of the National Programme Officer (IBM/NBIC/IM) and, in collaboration with relevant sub-units (TSI, IBM, MIDAS, and ELBDS), the successful candidate will be responsible and accountable for providing site assessments, construction implementation and technical services in accordance with IOM's regulations, rules and procedures

CORE FUNCTIONS / RESPONSIBILITIES:

1. Support Programme Manager/Officer in the implementation of projects according to IOM strategy
2. Provide support to both project development and project implementation.
3. Monitor financial, administrative, and technical aspects, in line with IOM's policies and procedures as well as donor requirements.
4. Carry out field visits to project sites to monitor repair and maintenance works, propose and implement necessary measures for rectification and achievement of standard quality of repair and maintenance of infrastructure.
5. Conduct site assessments, provide technical detailing and develop schedules for construction projects
6. Liaise with the Works department of Partners and suggest sustainable solutions to infrastructural gaps.
7. Provide support in formulating bills of quantities and preparing Purchase Requests along with necessary follow-ups.
8. Monitor specific aspects of project implementation, identify and propose actions to expedite the delivery of inputs.

9. Participate in the tender evaluation process including assessment of bidders' qualifications, competency, and experience, and in analyzing and reviewing the quoted unit rates specifications against IOM-prepared cost estimates.
10. Provide support on solar structures and collaborate with solar and ICT installation
11. Work with experts, consultants, and other project participants to ensure that logistical arrangements and internal procedures for monitoring and reporting are well understood and implemented.
12. Perform any other duties as may be assigned.

EDUCATION:

- Completed university degree in Civil Engineering, Architecture, Building Technology or a similar field with four years of relevant experience or
- Higher Diploma in the above-mentioned fields will be an advantage.

EXPERIENCE:

- Experience in building structural design, computer-aided design, GIS, AutoCAD, and other related software
- Experience and ability to produce and/or check the drawings including but not limited to site plans, architectural drawings and technical drawings, cost estimation, BOQ and other plans which may be presented by prospective vendors;
- Experience in working in international organizations, governmental institutions, and/or aid organizations an asset.
- Experience in working with government authorities in Nigeria is an asset.
- Experience in construction and renovation work

SKILLS:

- Ability to work under time constraints and deadlines in challenging settings.
- Ability to work in multicultural and multi-ethnic environments.
- Demonstrated ability to identify, approach, and coordinate with stakeholders of diverse backgrounds and levels of expertise.

LANGUAGES

REQUIRED

External applicants for all positions in the General Service / National Officer category are required to be proficient in English and multiple Native languages.

For all applicants, fluency in English and multiple Native languages is required (oral and written).

DESIRABLE

English

COMPETENCIES

The incumbent is expected to demonstrate the following values and competencies:

VALUES - All IOM staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

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.

Courage: Demonstrates willingness to take a stand on issues of importance.

Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

CORE COMPETENCIES - Behavioural indicators

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 actions 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

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.

Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.

Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.

Humility: Leads with humility and shows openness to acknowledging own shortcomings

OTHER

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

Appointment will be subject to certification that the candidate is medically fit for appointment, confirmation of all documents, 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 the position applied in subject line by **Tuesday, 15 May 2023**, and follow this link: <https://forms.office.com/e/qC26mFndCq>

In order for the applications to be considered valid, IOM only accepts applications with a cover letter of not more than one page specifying the motivation for application, addressed to **Human Resources, International Organization for Migration (IOM)** and with a subject line **SVN2023.056. Abuja. Senior Project Assistant (Construction) G6, IBG.**

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 **02.05.2023 to 15.05.2023**