

SHORT VACANCY NOTICE

Open to Internal and External Candidates

Position	: Senior Programme Assistant (WASH) (1 Position)
Organizational Unit	: WASH
Duty Station	: Yola, Nigeria.
IOM Classification	: G6
Type of Appointment	: Special Short-Term (SST) 6 months with the possibility of extension
SVN No.	: SVN2024.41
Estimated Start Date	: As soon as possible
Closing Date	: 15 May 2024

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 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:

Established in 1951, IOM is a Related Organization of the United Nations. As the leading UN agency in the field of migration, it 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.

Nigeria has witnessed an increase in violence since the beginning of 2015, causing a major humanitarian crisis. IOM and the Humanitarian community have expanded their scope of intervention beyond Maiduguri itself, to the entire North East and North West, into priority satellite sites where IOM staff are delivering humanitarian and development support to displaced populations and host communities.

Working under the overall supervision of the WASH Programme Manager and the direct supervision of the National Officer (WASH), the Senior Programme Assistant will provide support through the following activities s/he will:

Core Functions / Responsibilities:

- Coordinate the implementation of the activities required for the successful completion of the WASH activities under the WASH Programme, following closely the donor(s) requirements and the directions of the WASH Operation Officer.
- Monitor that the IOM project activities meet their intended scope, time and budget as per the project's work plan as designed by the WASH Operation Officer and inform of any delay or workaround required for timely completion of activities.
- Prepare and or review technical specifications, BoQs, and drawings of the WASH infrastructure planned to be implemented as necessary.
- Monitor the project implementation by performing regular visits to the areas of operation. Verify that materials are being properly utilized and that WASH items are effectively distributed to the beneficiaries. Follow up the schedule with contractors and prepare completion certificates. Work closely with the administrative units of IOM to coordinate adequate contract management, close-out procedures, and final payments to the contractors.
- Plan and coordinate procurements in line with approved specifications or BoQ, working in close coordination with the procurement and logistics unit to ensure that the required materials and items are procured and delivered to the respective sites in a timely manner.

Important Notice: The submission of CV/Cover Letter and filling of the questionnaire Link validates your application, submitting any of them without the other invalidates your application!!!

- Maintain effective and active communication with all the stakeholders. Prepare and submit regular progress reports to the WASH Operation Officer indicating progress, constraints, and requirements for project completion. Ensure that project data and information are archived and shared appropriately.
- In coordination with the relevant colleagues, ensure that all relevant permits and authorizations are obtained from the local authorities to guarantee project stability and good relations with the local government.
- Provide necessary information and documentation for the preparation of project proposals for IOM to contact potential donors. Contribute to contingency planning for possible WASH emergency response if required.
- Perform other duties as may be assigned

Required Qualifications and Experience

Education

- Bachelor's Degree or higher in Engineering (Civil, Environmental, Mechanical, or Chemical) Geophysics, Hydrogeology, Geology, or Public Health, with sound knowledge of water, sanitation, and hygiene principles for humanitarian assistance and relevant training attained, or High School diploma from an accredited educational institution.

Experience

- A minimum of six (6) years of experience (four (4) years for University degree holders) in implementing water, sanitation, and hygiene-related projects, preferably in the Humanitarian Field.

Languages

- For all applicants, fluency in English is required (oral and written).

Desirable

- Working Knowledge of the local languages; Hausa, Fulfulbe, as well as other local language

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: Respect and promote individual and cultural differences. Encourages diversity and inclusion.
- Integrity and transparency: Maintain high ethical standards and act 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, and makes people feel safe, respected, and fairly treated.

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 actions and delegated work.
- Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring, and motivational way.

Other

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

An appointment will be subject to certification that the candidate is medically fit for appointment, confirmation of all documents, and security clearances.

The appointment is subject to funding confirmation.

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 and location applied in the subject line by **Wednesday, 15 May 2024**, and follow this link: <https://forms.office.com/e/GZA9yBQs6r>

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 **SVN2024.41 Yola Senior Programme Assistant WASH G6.**

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 02.05.2024 to 15.05.2024

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training, or other fee). IOM does not request any information related to bank accounts.