



OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Reference No. : **CFCV/MZ10/2022/051**
Position Title : **Project Assistant (WASH)**
Duty Station : **Pemba, Mozambique**
Job Family : **Operations**
Classification : **UG**
Type & Duration of Appointment : **Special Short-Term Ungraded Contract, 06 (six) months with possibility of extension.**
Report to : **Project Officer**
Estimated Start Date : **As soon as possible**
Closing Date : **24 November 2022**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency 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. This is a request for Curricula / expression of interest for the position of **Project Assistant (WASH)**. The successful candidate will be offered a **Special Short-Term Ungraded Contract**.

Context:

Currently in Mozambique and specially in Cabo Delgado the provision of water, sanitation and hygiene services are not covering the needs of the population (host and internally displaced people – IDPs), and this situation has been exacerbated by the

increase in violence perpetrated by a non-state armed group (NSAG). The influx of IDPs has forced to the government and humanitarian partners to rapidly respond and create new transitory and relocation sites for them to settle, and one of the priorities is the access to services. Based on the information reported by DTM some of the most urgent needs besides food, and shelter, are water, sanitation, hygiene, and energy services.

IOM is currently working in Mozambique and expanding its WASH response within Cabo Delgado. The WASH programme is looking to contribute with the government and local and international partners to respond to the WASH needs in the areas of water supply, Sanitation and Hygiene through the construction/rehabilitation and/or extension of water points (borehole drilling, mechanical, electrical and/or solar pumping powered, water line extensions, and water trucking), construction of latrines, sanitary and bath units, emergency latrines, and waste solids management, distribution of hygiene and dignity items, hygiene promotion among other innovative, sustainable and reliable alternatives.

IOM seeks to engage the services of an engineer to carry out engineering assessment and to contribute with the technical and administrative activities required to respond the WASH needs in Cabo Delgado. The engineer would cover task related with technical assessment design, and Bills of Quantities (BOQs), monitoring and evaluation and reporting.

Under the overall supervision of the Project Officer (WASH) and the direct supervision of Field Engineering Assistant (WASH), the incumbent will be required to work as a member of the WASH team to assist the projects in Cabo Delgado Province and Mozambique when needed.

Responsibilities and Accountabilities:

1. Support in the day-to-day installation, maintenance, and operation of WASH facilities /services (i.e., water treatment plant, water trucking).
2. Assist in designing and estimate material requirements, tools or equipment for the installation, operation, and maintenance of WASH services.
3. Keep track of consumables for the operation of the WASH facilities.

4. Ensure that materials are used in accordance with BoQ and instructions from the Project Officer (WASH). keeping records and coordinating with the logistic officer for request and delivery to implementation sites.
5. Manage materials at warehouses.
6. Engage with the community and outreach community personnel to coordinate hygiene activities in the field.
7. Regularly monitor the performance of the WASH systems under his/her management.
8. Supervise the cash for workers in the site and monitoring the process of receiving materials in line with the needed quantity and quality.
9. Assist in the monitoring and controlling the time sheets and attendance sheets for the cash for workers in the site
10. Maintain systematic record of all documents related to beneficiary and project document.
11. Assist in the implementation of basic WASH infrastructure projects.
12. Bring to the attention of the supervisor of any works which are not meeting timelines or where quality standards are not being met.
13. Any other duties as may be assigned relating to administration and liaison with the units of procurement.

Education:

- Bachelor's degree or equivalent or higher in engineering or a related discipline from an accredited academic institution with at least two years of relevant professional experience, OR
- Minimum completed High School degree from an accredited school, with at least four years of relevant work experience.

Experience:

- More than combined 2 years' experience in engineering design and consulting works and in monitoring and supervision of projects in the construction industry, WASH projects and SHELTER.

- At least experience working in 1 project related with borehole drilling, supervision, construction, and installation of handpumps and solar powered systems.
- Flexible to work in the field to supervise the contractor and in the office to prepare cost estimates, Bill of Quantities (BoQ), technical specifications, schedules, and othertender documents.
- Competent to use computer-aided design (CAD) technology and design software (Auto CADD, STAAD, MS Office, etc.) as well as surveying instruments (level, total station, etc.), mapping devices (GPS) and related software (ArcGIS, QGIS, etc.) would be of great added value.
- Able to prepare schedules/bills of quantities and estimating cost as well use of MS Office suite software (Word, Excel, Project, etc).
- Knowledgeable in Mozambican National Building Standards and Water and Sanitation regulations at national and district level and related local/international standards and specifications.

Skills:

- Knowledge of local context in target project areas (i.e., Northern Region of Mozambique).
- Knowledge of financial rules and regulations in the Mozambican context.
- Excellent knowledge in MS office applications, AUTOCAD and affiliates software and desirable mapping devices (GPS) and related software (ArcGIS, QGIS, etc.) would be of great added value.

Languages

- Fluency in English and Portuguese is required (oral and written).
- Working knowledge of any local language is an advantage.

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 – behavioral 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 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.

Appointment will be subject to certification that the candidate is medically fit for appointment, verification of Education certificate and security clearances.

How to apply:

Interested candidates are invited to submit their applications in **ENGLISH**, with:

- a) Cover letter, clearly specify suitability and availability date.
- b) Detailed curriculum vitae, including skype user ID, phone number, historical salary and minimum three referees (preferably former direct supervisors).

Please submit your application by email to iommzbvacancies@iom.int, indicating the reference code above: [**Name, CFCV/MZ10/2022/051 – Project Assistant (WASH)**] as subject. The deadline for applications is **24 November 2022**.

Only applicant who meets the above qualification will be considered.

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.

Posting period:

From 10.11.2022 to 24.11.2022