



**OPEN TO INTERNAL & EXTERNAL CANDIDATE**

Reference No. : **VN/MZ10/2022/055**

Position Title : **Project Field Assistant (Engineering)-CRP**

Duty Station : **Pemba, Mozambique**

Job Family : **Operations**

Organizational Unit : **Community Resilience and Peacebuilding (CRP)**

Classification : **General Service, G4**

Type of Appointment : **One Year Fixed Term Contract, 12 (twelve) months with possibility of extension.**

Report to : **Senior Engineering Assistant (CRP)**

Estimated Start Date : **As soon as possible**

Closing Date : **08 December 2022**

IOM is committed to a diverse and inclusive environment. For the purpose of this vacancy, the following internal candidates who meet the eligibility criteria are considered as first-tier candidates:

- Internal candidates on regular or fixed-term contracts should meet the minimum time in post requirement of eighteen months or more at the time of the closing of the VN.
- The minimum time in post requirement is six months for such internal candidates who are incumbents of a position being advertised or confirmed for discontinuation.
- Internal candidates on short-term contracts should meet the minimum time in post requirement of six months or more at the time of the closing of the VN.

In addition, all applicants should meet eligibility requirements for languages, education and work experience requirements stipulated in the VN.

***Context:***

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.

Under the overall supervision of the Project Officer (Infrastructure), and the direct supervision of the Senior Engineering Assistant, the Project Field Assistant will be required to work as a member of the CRP team to assist in the implementation of the construction of various infrastructure projects in Cabo Delgado Province.

***Responsibilities and Accountabilities***

1. Monitor contractor's work daily to verify that IOM design specifications are correctly interpreted and applied/interpreted and report any noncompliance to the supervisor.
2. Provide updates and report on the progress of the construction and rehabilitation work for the CRP programme and any challenges encountered, with the daily support to the engineer Assistants.
3. Draft engineering drawings, and draft cost estimates, Bill of Quantities (BoQ), technical specifications, work schedules and other tender documents.
4. Support the liaison with project stakeholders as needed for the success of the CRP projects.
5. Support consultations and needs assessments related to infrastructure development and service improvement in locations targeted by CRP unit.
6. Follow up on procurement and logistics processes in coordination with the Procurement and logistics Unit and payments to service providers, contractors, and suppliers in coordination with the Resource Management Unit, and Finance.
7. Perform such other duties as may be required or assigned.

***Required Qualifications and Experience*****Education**

- Bachelor's degree in Civil, Structural or Electrical Engineering and/or Architecture 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**

- Combined experience in monitoring of projects in the construction industry.
- 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 other tender documents.
- Competent to use computer-aided design (CAD) technology and design software (AutoCAD, 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 related local/international standards and specifications.

### **Skills**

- Knowledge of local context in target project areas (i.e., Northern Region of Mozambique)
- Knowledge of UN and bilateral donor programming.
- Knowledge of financial rules and regulations.
- Knowledge of procurement principles and policies
- Excellent knowledge in MS office applications.

### **Languages**

Fluency in Portuguese and English is required.

### ***Required Competencies***

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

**Values** - all IOM staff members must abide by and demonstrate these three 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.

### ***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 historical salary, skype user ID, phone number and minimum three referees (preferably former direct supervisors).

Please submit your application by email to [iommzbvacancies@iom.int](mailto:iommzbvacancies@iom.int), indicating the reference code above **[Name, VN/MZ10/2022/055 – Project Field Assistant (Engineer-CRP)]** as subject. The deadline for applications is **08 December 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 24.11.2022 to 08.12.2022