

Job Description

Introduction

Established in 1951, IOM is a Related Organization of the United Nations and the leading UN agency in the field of migration. Working closely with governmental, intergovernmental, and non-governmental partners, IOM promotes humane and orderly migration for the benefit of all. It saves lives and protects people on the move, drives solutions to displacement, and facilitates pathways for regular migration, while providing services and advice to governments and migrants.

IOM is committed to fostering a respectful, inclusive, and supportive workplace where all employees can thrive professionally and feel valued. By creating such an environment, IOM aims to better harness the full potential of migration and strengthen its support to people on the move.

IOM invites candidates from diverse backgrounds to apply and provides reasonable accommodation throughout the recruitment process when required. Learn more about IOM's workplace culture at [IOM workplace culture | International Organization for Migration](#).

Applications are welcome from first- and second-tier candidates, particularly qualified female candidates as well as applications from the non-represented member countries of IOM. 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.

For the purpose of this vacancy, the following are considered first-tier candidates:

1. Internal candidates
2. Candidates from the following IOM Member States that are not represented among staff members in the Professional and higher categories:

Bahamas, Barbados, Cabo Verde, Comoros, Congo (the), Cook Islands, Dominica, Federated States of Micronesia, Grenada, Guinea-Bissau, Holy See, Iceland, Israel, Kiribati, Marshall Islands, Namibia, Nauru, Palau, Saint Kitts and Nevis, Saint Lucia, Samoa, Sao Tome and

Principe, Seychelles, Solomon Islands, Suriname, Timor-Leste, Tonga, Trinidad and Tobago, Tuvalu, Vanuatu

Second tier candidates include:

All external candidates, except candidates from non-represented member states of IOM.

Organizational Context and Scope

Founded in 1951, IOM is the leading intergovernmental 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.

Under the direct supervision of the Chief of Mission, in coordination with Project Managers, the environmental specialist of the Regional Disease Surveillance Systems Enhancement Project (REDISSE), and the Procurement Officer in the DRC Mission, the Infrastructure Coordinator will work closely with the construction companies on all infrastructure construction projects of the Mission.

Responsibilities

1. Supervise all construction works of the Mission and ensure quality control.
2. Oversee construction tender processes, including the elaboration of technical/administrative documents such as the bill of quantities and construction plans, the bid opening ceremonies, and the selection of construction companies according to IOM rules and regulations.
3. Manage necessary supply chain planning and oversight in coordination with the logistics unit to ensure that all IOM-managed contracts and construction activities continue without resource gaps (Human Resources (HR), supplies, materials, transport, etc).
4. Oversee infrastructure projects to ensure quality completion on time and within budget.
5. Oversee the coordination of works with contractors, subcontractors, suppliers, engineers, architects, and designers to ensure that all team members are working towards the same goals.
6. Coordinate construction activities with the Project Managers and Project Officers to deliver activities according to specified criteria, on time and within budget, in the best interests of IOM.
7. Oversee and work directly on technical aspects of infrastructure projects, including assessment, design, Bill of Quantities (BoQ) calculation, scheduling, tendering, contracting, monitoring, and evaluation to ensure effective implementation.

8. Manage and supervise the duties of a team of national engineers and works supervisors responsible for the execution of infrastructure projects in the DRC.
9. Guide technical personnel in supervising contractors and administering contracts.
10. Advise and prepare Terms of Reference for feasibility studies and monitoring missions to be undertaken as required.
11. Ensure the preparation of progress reports (including progress of works, adequacy of materials used, BOQ compliance and completion certification) according to agreed reporting calendars and ad hoc requests.
12. Undertake regular field visits to all site development and infrastructure projects under the programme's supervision.
13. Work with government and local authorities, leaders, individuals and groups to identify and implement selected community development projects, and establish contact with appropriate partner agencies when basic or special needs are identified.
14. Ensure good and effective coordination of activities between different Site Management, Site Development, and Infrastructure projects as well as projects implemented by other IOM units.
15. Participate in technical inter-agency working groups and provide technical advice to national-level project steering committees.
16. Attend regular meetings with senior management to discuss construction project progress and any issues that may arise.

Qualifications

Required Qualifications and Experience

Education

- Master's degree in Building Construction, Civil, Hydraulic, or Environmental Engineering, or a related field from an accredited academic institution with five years of relevant professional experience; or,
- University degree in the above fields with seven years of relevant professional experience.

Accredited Universities are those listed in the [UNESCO World Higher Education Database](#).

Experience

- Demonstrated previous experience in planning, implementation, supervision, and monitoring of building construction, water and Sanitation projects, wastewater treatment, and Borehole drilling;

- Proven field experience in the implementation of humanitarian projects, in complex emergencies and with experience from working in a difficult security environment;
- Good skills in training, capacity building, supervision, and monitoring;
- Previous experience with international NGOs, United Nations, Bilateral or Multilateral agencies in diversified cultural background and hard-working situation will be of added advantage; and,
- Previous experience working on infrastructure projects implemented through a cash-for-work modality will be considered an advantage.

Skills

- Strong technical knowledge of civil engineering, building construction, water and sanitation infrastructure, including construction methods, materials and quality control standards;
- Demonstrated ability to prepare and review technical designs, drawings, specifications, Bills of Quantities (BoQs), cost estimates and construction-related documentation;
- Strong skills in planning, coordinating, supervising and monitoring infrastructure and construction works, including contractor performance, timelines, budgets and quality assurance;
- Knowledge of construction contract management, tendering processes, occupational health and safety requirements, and applicable environmental considerations; and,
- Strong project management, analytical and problem-solving skills, with the ability to supervise technical teams and coordinate effectively with government authorities, contractors, suppliers and other stakeholders.

Languages

For this position, fluency in English and French is required (oral and written).

Working knowledge of another official UN languages (Arabic, Chinese, Russian, and Spanish) is an advantage.

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

Required Competencies

IOM's competency framework can be found at this [link](#). Competencies will be assessed during the selection process.

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 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.

Managerial Competencies – behavioural indicators Level 2

- **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.