



## Open to Internal and External Candidates

Position Title : **Senior Project Assistant (Engineering)**  
Duty Station : **Port Vila, Vanuatu**  
Classification : **General Service Staff, Grade G6**  
Type of Appointment : **Fixed term, one year with possibility of extension**  
Estimated Start Date : **As soon as possible**

Closing Date : **5 May 2024**

*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 environment. Internal and external candidates are eligible to apply to this vacancy.

For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

Second tier candidates include: All external candidates.

### **Context:**

IOM Vanuatu is implementing a multi-year project Strengthening Resilience to Disaster and Displacement Risks supported by the Government of Japan, which aims to support at risk-communities in areas are resilient to disaster and displacement risks. The Disaster Risk Reduction Unit will support the review and revision of Vanuatu Government's approved design for Multi-Purpose Evacuation Centres in Vanuatu; lead and conduct site assessments through community-based planning approach to identify sites for construction and rehabilitation of multi-purpose evacuation centres; and construction and rehabilitation of evacuation centres with strong emphasis on safe, dignified, and equitable access, and addressing minimum humanitarian standards.

Under the overall supervision of the Head of Office and the direct supervision of Project Manager, the incumbent will assist the implementation of the programme, including but not limited to engineering draft design and construction support for new site development work; existing site enhancement work and small to medium scale community building projects.

## ***Core Functions / Responsibilities:***

1. Assist in the implementation of the site development projects and IOM construction work in the specified technical area, including site assessment/survey, draft bill of quantity (BoQ), technical specification, and works' monitoring.
2. Carry out regular field visits to project sites to monitor construction works, and report quality and progress of site development infrastructures.
3. Carry out field survey, collecting reports, maps, drawing, aerial photographs for the preparation of civil design.
4. Monitor works and verify that works are carried out in accordance with the technical specifications and coordinate with Project Manager to resolve construction related matters with vendors, cash-for-work groups, construction contractors and notify in a timely manner of any change request pertinent.
5. Assist Project Manager to identify and assess hazards and implement hazard mitigation / disaster risk reduction initiatives to promote safe living conditions in evacuation centers.
6. Assist the Manager in compiling regular reports as required, collecting, analyzing, and summarizing information on various aspects of the project, including financial, technical and schedule compliance.
7. Under the guidance of Project Manager and in coordination with relevant field staff from programs, promote community participation and ownership through liaising with beneficiary communities, supporting community engagement and ensuring that activities are implemented to reflect coverage and prioritized needs.
8. Assist the Project Manager in reviews of vendor competency, experience and work plans and track progress of the construction against the agreed upon work plan; submit regular updates to the Manager and Head of Office.
9. Monitor work of the skilled and unskilled workers and help to resolve team conflicts.
10. Monitor the attendance record of skilled and unskilled workers, verify the attendance with the headcount and identification as necessary.
11. Monitor day-to-day activity of field team and support them with the plan for overcoming any backlogs.
12. Adhere and respect the projects work plan (project schedule) and inform of any delay or workaround required for timely completion of activities.
13. Under the guidance and supervision of the Project Manager, liaise with local government agencies and relevant stakeholders to coordinate project implementation. Flexible to travel to multiple construction sites across Vanuatu to support project management.
14. Comply with IOM's policies and procedures including prevention of sexual exploitation and abuse (PSEA) and promotion of a respectful work environment to contribute to a healthy workplace.

15. Perform such other duties as may be assigned.

## ***Required Qualifications and Experience***

### **Education**

- Bachelor's degree in Civil Engineering or related field plus four years relevant experience
- School diploma plus five six years relevant experience

### **Experience**

- Experience in projects for the implementation of civil infrastructure, managing medium to large scale construction and community-based projects and working with local communities including corporations;
- Experience with International Organizations and/or NGOs an advantage;
- Experience in contract administration/ quantity surveying is a plus.

### **Skills**

- Knowledge of common engineering-related software (Auto Cad, and GIS) is a plus;
- Knowledge in local construction materials and technologies is required;
- Knowledge of applicable codes, policies, standards, building products and best practices related to project.

### **Languages**

Fluency in **English and Bislama** is required (oral and written). Working knowledge of other local languages are desirable.

## ***Required 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 wherever possible.
- 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 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 and verification of residency, visa and authorizations by the concerned Government, where applicable.

Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.

A prerequisite for taking up the position is legal residency in the country of the duty station and work permit, as applicable.

Vacancies close at 23:59 local time Port Vila, Vanuatu on the respective closing date. No late applications will be accepted.

## **How to apply:**

Interested candidates are invited to submit their applications via email to [HRCanberra@iom.int](mailto:HRCanberra@iom.int) by 5 May 2024 at the latest.

Kindly indicate the reference code VN/VU/001/2024 followed by your full name in the subject line.

Applications should include:

- a) CV
- b) Cover letter
- c) IOM Personal History form which can be downloaded from this link <https://australia.iom.int/careers>

In order for the applications to be considered valid, IOM only accepts the full application documents indicated above to be duly completed and emailed to [HRCanberra@IOM.INT](mailto:HRCanberra@IOM.INT).

Only shortlisted candidates will be contacted.

## **Posting period:**

From 15.04.2024 to 05.05.2024