

Position Title : **Infrastructure Coordinator**
Duty Station : **Kinshasa, Congo, Democratic Republic of the**
Classification : **Professional Staff, Grade P3**
Type of Appointment : **Special short-term graded, six months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **16 February 2023**

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 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 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 non-represented member states:
[Antigua and Barbuda](#); [Aruba \(Netherlands\)](#); [Botswana](#); [Cabo Verde](#); [Comoros](#); [Congo \(the\)](#); [Cook Islands](#); [Curaçao](#); [Fiji](#); [Grenada](#); [Guinea-Bissau](#); [Holy See](#); [Iceland](#); [Kingdom of Eswatini](#); [Kiribati](#); [Lao People's Democratic Republic \(the\)](#); [Madagascar](#); [Marshall Islands](#); [Micronesia \(Federated States of\)](#); [Namibia](#); [Nauru](#); [Palau](#); [Saint Kitts and Nevis](#); [Saint Lucia](#); [Saint Vincent and the Grenadines](#); [Samoa](#); [Sao Tome and Principe](#); [Seychelles](#); [Solomon Islands](#); [Suriname](#); [The Bahamas](#); [Timor-Leste](#); [Tonga](#); [Tuvalu](#); [Vanuatu](#)

Second tier candidates include:

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

Context:

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 Chef of mission, in coordination with Projects Managers, the environmental specialist of the Regional Disease Surveillance Systems Enhancement Project (REDISSE) and the procurement officer in DRC mission, the Infrastructure Coordinator will work closely with the construction companies, on all infrastructure's construction projects of the mission.

Core Functions / 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 bids 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 criteria specified, on time and within budget to the best interests of IOM.
7. Oversee and work directly on technical aspects of infrastructure projects, including assessment, design, Bill of Quantity (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 programmes 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.
17. Perform other duties as may be assigned by the Supervisor.

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.

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 work situation will be of added advantage; and,
- Previous experience on working on infrastructure projects implemented through a cash for work modality will be considered an advantage.

Languages

IOM's official languages are English, French, and Spanish.

External applicants for all positions in the Professional category are required to be proficient in English and have at least a working knowledge of one additional UN Language (Arabic, Chinese, French, Russian, or Spanish).

For all applicants, fluency in English and French is required (oral and written). Working knowledge of local language is an advantage.

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

Notes

¹ Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

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.
- **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.

IOM's competency framework can be found at this link.

https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf

Competencies will be assessed during a competency-based interview.

Other:

Internationally recruited professional staff are required to be mobile.

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

This selection process may be used to staff similar positions in various duty stations. Recommended candidates will remain eligible to be appointed in a similar position for a period of 24 months.

The list of NMS countries above includes all IOM Member States which are non-represented in the Professional Category of staff members. For this staff category, candidates who are nationals of the duty station's country cannot be considered eligible.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances. 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.

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

How to apply:

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 16 February 2023 at the latest, referring to this advertisement.

IOM only accepts duly completed applications submitted through the IOM e-Recruitment system. The online tool also allows candidates to track the status of their application.

Only shortlisted candidates will be contacted.

For further information please refer to: www.iom.int/recruitment

Posting period:

From 03.02.2023 to 16.02.2023

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.

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