



Open to Internal and External Candidates

Position Title	: National Programme Officer (GIS & WASH)
Duty Station	: Khartoum, Sudan
Classification	: National Officer (NO-A)
Type of Appointment	: Special, six months with possibility of extension
Estimated Start Date	: As soon as possible
Closing Date	: April 29,2018

Established in 1951, IOM is the leading inter-governmental 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.

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.

Context:

Under the direct supervision of the of the Head of Transition and Reintegration Unit, the successful candidate will be responsible for supporting the Transition and Reintegration Unit (TRU) particularly in Khartoum. The GIS/WASH Programme Officer will work in close cooperation with all relevant programme/project staff of the WASH and Basic Infrastructure Unit, and other relevant staff of the IOM Sudan Mission in Khartoum and will liaise with the IOM sub-offices in order to ensure effective archiving, management, and presentation of data relevant to all activities conducted by the WASH Unit. In particular s/he will:

Core Functions / Responsibilities:

1. Develop, manage and maintain databases and maps of all activity information, including GPS coordinates, activity type, beneficiary figures, and projects, in close coordination with the Unit field staff, GIS Unit, and the Information Management Unit.
2. Responsible for the planning, management and field supervision of works under WASH programs and Transition and Reintegration Unit in South and East Darfur States
3. Actively participate in and contribute to WASH sector, coordination meetings with relevant IOM staff members, contractors and stakeholders, including WASH UN cluster in South and East Darfur State.



4. Administer the development of planning material based on field assessments collected from all field offices and relevant personnel to feed into the development of WASH proposal writing and Humanitarian Work Plan for WASH sector.
5. Design and development of Communications tools of wash unit under supervision of WASH coordinator and in cooperation with communication officer for information sharing and promotion of IOM visibility.
6. Supporting the coordination of all technical design and specification for any kind of construction, including water supply, sanitation and hygiene promotion activities, monitoring the quality standard, interfacing issues with WASH Coordinator and field engineers including technical aspects supervision, contractors, suppliers and stakeholders under the area of expertise
7. Ensure compliance with all relevant IOM guidelines with regard to tendering procedures, contractor selection and supervision and monitoring of works.
8. Oversee the Quality Assurance (QA) / Quality Control (QC) monitoring of all project work activities during construction, i.e. materials / products are factory tested (FAT) and site tested(SAT), overall testing and testing and commissioning, and through substantial completion / handover of the project in level of the states of South and East Darfur
9. Supporting the preparation of reports as needed on the status of project implementation. Prepare and maintain site diary report on contractor performance as well as periodic reports on the status of the project; ensure the document controls of work related records.
10. Create maps, infographic and graphs, using GIS software, related equipment. Support the development of graphics and layout for regular, strategic, IOM reports for external dissemination (such as Unit Fact Sheets, Dashboard, Humanitarian Summary, and Monthly Bulletins).
11. Develop and ensure the timely submission of templates for regular progress/evaluation reports as well as internal WASH sector database and collect them from WASH/BI Unit field staff in consultation with the Head of TRU and the Heads of Sub-offices.
12. Facilitate and Initiate the training of WASH/BI staff on developed templates and GPS coordinates, data collection tools including forms, and any other relevant extraction, input and output documentation, to ensure high quality accurate and unified information is feeding into the WASH reporting system and database
13. Responsible for ensuring and maintaining lines of communication through regular updating and network sharing, systematic filing and updating the latest software and programs in order to improve and develop WASH sector reporting and outputs.
14. Collect relevant data and information needed for designing of basic infrastructure community projects and prepare cost estimates for new reintegration/basic infrastructure community projects.
15. Responsible for the overall review of progress payment application by contractors for work completed conforms to the design intent, specifications and method statements for South and East Darfur states and to ensure that projects are completed to a satisfactory standard before final payment is authorized.
16. Report any project difficulties/problems in construction process and activities, along with possible solutions to these problems, to Head of TRU as well as bring to attention any projects which are not meeting timelines or where quality standards are not being met.
17. Carry out other duties in support of the Unit when needed



Required Qualifications and Experience

EDUCATION AND EXPERIENCE

- Completed advanced university degree from an accredited academic institution in engineering specialization, preferably in or a combination of relevant education and professional experience.
- A minimum of 5 years professional in humanitarian/development programs.
- Experience in data management and database creation.
- Experience in construction engineering including projects related to civil works, public services, office buildings, road construction, industrial buildings etc.;
- Full Working Knowledge of AutoCAD, GIS and Illustrator CS6 required
- Previous experience in humanitarian projects
- Experience of working with local and international humanitarian communities;
- Experience in coordinating with donors, sector partners, implementing partners and local authorities
- Extensive work experience in the field of migration and refugee assistance in post-conflict zones and in a high risk environment. Ability to supervise, direct, coach and mentor staff. Drive for results and with effective resource management skills;
- Excellent communication and negotiation skills
- Understanding of complex social-political environments;
- Ability to work under extreme pressure in difficult conditions while maintaining security awareness;
- Flexibility and focus on processes and their improvements;
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.

Languages

Fluency in **English, Arabic.**

Required Competencies

Behavioral

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter



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- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
 - Technological Awareness - displays awareness of relevant technological solutions;
 - Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

How to apply:

Interested candidates are invited to submit their applications via email: sudanhrdept@iom.int, by April 29, 2018 at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

Posting period:

[From 15.04.2018 to 29.04.2018.](#)