



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **Senior Office Engineer (Team Leader)**
Organizational Unit: **Returns and Recovery Unit**
Duty Station: **Erbil – Iraq**
Type of Contract: **Sub-Contracting (Stars & Orbit)**
Grade: **Equivalent to G7**
Duration of Appointment: **Six (6) months with the possibility of extension**
Closing Date: **February 27, 2019**
Reference Code: **SVN2019/IRQ/048**

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged as well as the 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:

The Return and Recovery Unit (RRU), in coordination with the Mission's Technical Engineering Unit (TEU), will engage in the implementation of construction projects while ensuring compliance with international standard building codes. In the design of technical drawings, bills of quantity (BoQ), technical specifications and conditions of contract, supported by a team of qualified engineering professionals under the direct technical supervision of the RRU's construction Manager.

Under the general guidance of the Chief of Mission (CoM) and Senior Emergency Coordinator/Head of programmes, the overall supervision of the Head of Returns and Recovery unit RRU and the direct supervision of the RRU Construction Management Officer, the incumbent will perform the following duties:

Core Functions / Responsibilities:

1. Participate in designing community assistance projects that target essential community services, such as Water, Sanitation and Hygiene, Health, Education, training and income generation;
2. Guide and monitor site engineers during project life cycle that includes review in depth assessment report and make sure that all needed quantitative and qualitative data about each identified project idea is collected by site engineer, and construction activities processes are according to project plans
3. Review project technical specification, BoQs and drawing prepared by site engineer and coordinate and collect technical data from the relevant site engineer for any modifications or amendments, and follow up the process of project technical documents approval with the relevant Technical Engineering Unit under the direct supervision of the RRU Construction Manager
4. Make sure that all infrastructure/construction project is designed according to standard requirements for the project and in comply with applicable standards specification
5. Assist the construction manager in the follow up of the members of the team within the Area of Responsibility to identify bottlenecks, report and seek technical advice, and provide orientation according to RRU's technical procedures and related standards
6. Collect, draft, compile qualitative and quantitative data/feedback on construction projects in coordination with site engineers within the area of responsibilities, and facilitate the preparation of project narrative and final reports for donors
7. Encode, maintain and update regularly all the project information and documents in MISC system and ensuring quality and accuracy of information

8. Conduct field visits to the projects with the area of responsibility as deemed necessary by construction manager
9. Coordinate and follow up with the logistic and finance units to ensure that project payments and deliveries are occurring on time
10. Contribute to the establishment of a set of performance indicators or refinement of existing ones and assess the relevance, performance and success of projects using these guidelines during field monitoring;
11. Assist the Construction Manager in reviewing processes and approaches, including the reporting mechanisms, used in the CAP component of the CRP and provide recommendations for enhancing these. When requested, implement the recommendations;
12. Participate in lessons learned exercises to assist the Construction Manager in ensuring that lessons learned from each CAPs/QIPs are incorporated into planning new CAPs/QIPs;
13. At the request of the Program Manager or Construction Manager conduct research and prepare program related templates, letters, reports and other documents;
14. Draft and process contractual documents and amendments using IOM legal templates, including the completion of appropriate checklists. Provide these to the Program Manager and Construction Manager for review;
15. Monitor payment tranches to IOM implementing partners (contractors); certify all contract payment vouchers and ensure proper encoding;
16. Oversee the submission of reporting and other relevant documentations from around Iraq for CAPs to the Project Management Team in Erbil;
17. Maintain the CAP Matrix containing a list of all projects, including types, locations, costs, beneficiary numbers and ensure regular and timely submission to the Program Manager and Construction Manager
18. Manage and distribute work between office engineers, act as team leader to organize meetings, trainings and follow up work assigned by Construction Manager
19. Perform any other duties assigned by superiors.

Required Qualifications and Experience

- Civil engineering with 5 years of work experience in related field
- Experience working for the United Nations, an official mission, non-governmental organization or relevant government department a distinct advantage.
- Good experience in building structure design with AutoCAD.
- Good experience in preparing BOQ and estimation cost for construction projects.
- Good communication, interpersonal and organizational skills;
- Ability to draft clearly and concisely;
- Demonstrated gender awareness and gender sensitivity;
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds;
- Ability to work under pressure;
- Personal commitment, efficiency, flexibility and drive for results;
- Proficiency in office applications, including Word and Excel, internet explorer.

Language:

- Excellent command of English, Arabic and Kurdish are required.
- Any other language is an asset.

How to apply:

Interested candidates are invited to submit their applications via a link:

<http://www.iomiraq.net/vacancies/senior-office-engineer-team-leader>

In order for an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

Posting period:

From: 13.02.2019 to 27.02.2019