



International Organization for Migration (IOM)  
The UN Migration Agency

## **SPECIAL VACANCY NOTICE IOM/BOR/SVN2021/18**

### **Open to Internal and External Candidates**

Position Title : **National Project Officer – Shelter and Settlement (1)**  
Duty Station : **Bor, South Sudan**  
Classification : **NO-A (1)**  
Type of Appointment : **Special Short Term, 6 months with a possibility of an extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **July 1, 2021**

*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.

### **Scope and Context.**

Under the overall supervision of the Shelter & Settlement Program Manager, the incumbent is accountable for undertaking Shelter and Settlement operational activities and coordination in relation to IOM's Shelter/NFI program in the State and National level.

### **S/NFI Response**

1. Plan and manage IOM Shelter and NFI's response in the field including assessment, verification, distribution, and follow-up in coordination with relevant stakeholders.
2. Implement Disaster risk management interventions.
3. Coordinate Shelter/NFI response in Jonglei State and across.

4. Coordinate redaction of activities' reports, needs assessment reports, distribution reports, on time after activities' implementation, using cluster standard format, under the supervision of the line manager.
5. Mobilize affected communities as appropriate for participation in planning, construction and maintenance of shelter facilities and planning of services delivery.
6. Promote sensitization and awareness of resilience to communities and plan appropriate community involvement in essential resilience and project activities. Plan and manage IOM Shelter and NFI's response in the field including assessment, verification, distribution, and follow-up in coordination with relevant stakeholders.
7. Implement Disaster risk management interventions.
8. Coordinate Shelter/NFI response in Jonglei State and across.
9. Coordinate redaction of activities' reports, needs assessment reports, distribution reports, on time after activities' implementation, using cluster standard format, under the supervision of the line manager.
10. Mobilize affected communities as appropriate for participation in planning, construction and maintenance of shelter facilities and planning of services delivery.
11. Promote sensitization and awareness of resilience to communities and plan appropriate community involvement in essential resilience and project activities.
12. Coordinate day-to-day related logistics, finance, and personnel activities (including any casual staff, contracted personnel/daily labour) in accordance.

**Desired qualifications:**

*(Education and experience)*

- Candidate must have High Diploma or master's degree, preferable in development, sociology, or a related field.
- University degree in the above fields with two years of relevant professional experience.

***Experience.***

- Five (5) years of relevant professional experience in Shelter /NFI in South Sudan
- Prior experience working with a United Nations agency, in insecure environments.
- Knowledge of South Sudan and working with internally displaced people.
- Excellent operational, organizational and communication skills and the ability to work harmoniously with other colleagues from diverse backgrounds.
- Proven experience in drafting reports, and other information products
- Experience in project monitoring, evaluation and reporting an advantage.
- Strong computer skills, specifically hands-on experience in usage of MS Office
- Strong interpersonal and communication skills.
- Solid organizational skills: the ability to be flexible and work well under pressure.
- Excellent computer skills: knowledge of MS Word, Excel, PowerPoint, and email/internet software

## **Required Competencies.**

### ***Behavioral.***

- **Accountability:** Accepts and gives constructive criticism, follows all relevant procedures, processes, and policies, meets deadline, cost, and quality requirements for outputs, monitors own work to correct errors, Takes responsibility for meeting commitments and for any shortcomings.
- **Client Orientation:** Identifies the immediate and peripheral clients of own work, Establishes, and maintains effective working relationships with clients, keeps clients informed of developments and setbacks.
- **Continuous Learning:** Contributes to colleagues' learning, demonstrates interest in improving relevant skills, demonstrates interest in acquiring skills relevant to other functional areas, Keeps abreast of developments in own professional area.
- **Communication:** Actively shares relevant information, clearly communicates, and listens to feedback on, changing priorities and procedures, writes clearly and effectively, adapting wording and style to the intended audience, listens effectively and communicates clearly, adapting delivery to the audience
- **Creativity and Initiative,** actively seeks new ways of improving programmes or services, expands responsibilities while maintaining existing ones, persuades others to consider new ideas, proactively develops new ways to resolve problems.
- **Leadership and Negotiation,** convinces others to share resources, actively identifies opportunities for and promotes organizational change, presents goals as shared interests, articulates vision to motivate colleagues and follows through with commitments.
- **Performance Management** Provides constructive feedback to colleagues, identifies ways for their staff to develop their abilities and careers, provides fair, accurate, timely, and constructive staff evaluations, uses staff evaluations appropriately in recruitment and other relevant HR procedures.
- **Planning and organizing;** Sets clear and achievable goals consistent with agreed priorities for self and others, identifies priority activities and assignments for self and others, Organizes and documents work to allow for planned and unplanned handovers, identifies risks and makes contingency plans, adjusts priorities, and plans to achieve goals, Allocates appropriate times and resources for own work and that of team members.
- **Professionalism,** Masters subject matter related to responsibilities, identifies issues, opportunities, and risks central to responsibilities, incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation, Persistent, calm, and polite in the face of challenges and stress, treats all colleagues with respect and

dignity, works effectively with people from different cultures by adapting to relevant cultural contexts.

- Displays availability outside of regular hours to respond to challenges, Knowledgeable about and promotes IOM core mandate and migration solutions, Personal commitment, efficiency, flexibility, and drive for results.
- Teamwork: Actively contributes to an effective, collegial, and agreeable team environment, contributes to, and follows team objectives, gives credit where credit is due, seeks input and feedback from others, Delegates tasks and responsibilities as appropriate, actively supports and implements final group decisions, Takes joint responsibility for team's work.
- Technological Awareness: Learns about developments in available technology, proactively identifies and advocates for cost-efficient technology solutions, understands applicability and limitation of technology and seeks to apply it to appropriate work.
- Resource Management establishes realistic resource requirements to meet IOM need.

#### **Technical**

- Sensitivity to the needs and priorities of different sectors of the community.
- Familiarity with the culture of the affected population, ability to develop respect from a wide range of people and strong ability to communicate effectively on hygiene matters.
- Good oral and written reporting skills.
- Diplomacy, tact, and good communication skills.
- Training/counterpart development skills and personnel management skills.
- Ability to work well in a team in difficult circumstances.

#### **Languages:**

Thorough knowledge of English, Arabic, and working knowledge of local languages essential.

#### **Method of application:**

Interested candidates are required to complete the information in this link <https://ee.humanitarianresponse.info/x/#YI5g> and submit a letter of motivation and curriculum vitae marked “**National Project Officer- Shelter and Settlement**” through e-mail: [vss@iom.int](mailto:vss@iom.int). Applications need to reflect the position title and vacancy number on the subject line.

**Women are highly encouraged to apply.**

**Posting Period: 17 June 2021 to 01 July 2021**