

IOM Poland
CALL FOR APPLICATIONS

Reference Number : **PLCFA22-110**
Position Title : **Shelter Operational Assistant**
Duty Station : **Rzeszow, Poland**
Type of Appointment : **Special Short-Term Ungraded Contract**
Closing Date : **Open-ended**

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. The International Organization for Migration (IOM) is committed to the principle that humane and orderly migration benefits migrants and society. As the leading international organization for migration, IOM acts with its partners in the international community to: assist in meeting the growing operational challenges of migration management; advance understanding of migration issues; encourage social and economic development through migration, and; uphold the human dignity and well-being of migrants.

IOM has been active in Poland since 2002 under an agreement with the Polish government and conducts various migration programs, including activities supporting the integration of male and female migrants into Polish society. IOM in Poland implements projects aimed at the private sector to promote ethical recruitment, respect for the rights of migrants and migrant women as well as the elimination of forced labour from value chains and the prevention of human trafficking.

Context:

Under the overall supervision of the Chief of Mission and the Emergency Coordinator, and the direct supervision of the Basic Needs Coordinator at IOM Poland, the successful candidate will provide technical support to IOM Poland as part of IOM's response to the Ukrainian Crisis 2022.

Core Functions / Responsibilities:

In particular, s/he will:

1. Design and implement needed improvements at collective shelters; including conducting an assessment, identifying the service- and concrete infrastructures needs, design, Bill of Quantity (BoQ) calculation, tendering, contracting, monitoring, and reporting in close coordination with the Procurement Unit.
2. Contribute to the rental housing market understanding/assessment, notably in the catchment areas (rental housing practices, actors, the impact of the crisis on the housing market, etc.).
3. Liaise with key stakeholders (Shelter Sector working group, local authorities, implementing partners, etc.).
4. Manage technical and engineering components related to IOM activities implemented, including the management of local staff engineers.
5. Make regular visits to all projects and oversee the areas of progress monitoring, change of orders, contract compliance, quality assurance, and documentation of all interactions prior to payments.
6. Provide information on project progress for use in program reporting and for making financial payments in accordance with contracting.

7. Establish contact with appropriate partner agencies when basic or special needs are identified.
8. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Master's degree in Architecture, Urban Planning, Civil 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 five years of relevant professional experience.

Experience and Skills

- Relevant professional experience in shelter operations in an emergency context is required;
- Experience working in international organizations, humanitarian community and familiarity with the humanitarian reform and cluster approach;
- Experience in project management and implementation;
- Experience in writing donor proposals, technical requirements, documents, and compiling diverse datasets;
- Working experience in the region is an asset.
- Management experience in conflict or post-conflict contexts is desirable.
- Experience in cluster coordination would be an advantage.
- Knowledge and understanding of Polish construction law and regulative

Languages

Fluency in **English** and **Polish (written and oral)** is required. Good knowledge of **Ukrainian** is an advantage.

Required Competencies

IOM's competency framework can be found at this [link](#).

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.

Core Competencies – behavioural indicators

- 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:

IOM is committed to a diverse and inclusive environment.

This post is subject to local recruitment. Only those holding a valid residence and work permit for Poland will be eligible for consideration.

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

At the time of recruitment, all candidates must disclose any known relative or spouse who works for IOM. Candidates may also be requested to provide documentary evidence of academic degree(s), professional licenses, and proof of no criminal records as relevant to the requirements of the position advertised.

Appointment will be subject to certification that the candidate is medically fit for appointment, verification of residency, visa, and authorizations by the concerned Government, where applicable.

Vaccination against COVID-19 will be required for IOM personnel who are hired or otherwise engaged by IOM. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination.

How to apply:

Interested candidates are invited to submit their application including a **CV and a completed Personal History Form in English by email to: [IOMPolandHR@iom.int.](mailto:IOMPolandHR@iom.int)**, specifying the vacancy reference number **PLCFA22-110 and full name** in the subject line.

Please click this link to access [the Personal History Form \(two pages\)](#).

Due to the volume of applications received, IOM Poland will not be able to respond to all inquiries about the application status and will only contact shortlisted candidates.

Posting period:

From 08.November 2022 – open-ended