



## **Vacancy Notice**

Open for external and internal candidates

Reference Number : **PLCFA24-012**  
Position Title : **Shelter Operations Assistant**  
Duty Station : **Krakow, Poland**  
Classification : **General Service Staff**  
Type of Appointment : **Special Short Term Ungraded**  
Estimated start date : **As soon as possible**  
Closing Date : **14 February 2024**

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:***

Following the launch of military operations across Ukrainian territory on 24 February 2022, substantive flows and displacements across Ukraine and toward neighboring countries have been reported countries in the following days. While air travel has been suspended in Ukraine and Moldova, Ukraine shares a land border with four European Union (EU) Member States: Poland, Romania, Hungary, and Slovakia. Other non-EU countries (3) which share their border with Ukraine include the Republic of Moldova, the Russian Federation and Belarus. Large in and outflows to and through Moldova of Ukrainian and Third Country nationals created the need to set up a monitoring system and analyze the trends and patterns of mobility.

Under overall of Emergency Operations Officer and the direct supervision of the Operation Team Leader the successful candidate will be responsible and accountable for IOM shelter activities within the framework of the emergency operation in Poland.

### ***Core Functions / Responsibilities:***

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, monitoring, and reporting.
2. Ensure relevant technical standards are met and agreed upon with IOM.
3. Coordinate and liaise with the procurement and logistics unit on tendering and contracting.

4. Manage technical and engineering components related to IOM/Sector/Cluster activities implemented in the region, including the management of local staff engineers.
5. Oversee all construction works under IOM funding in Poland, 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. Regular field visits and monitoring of construction activities in accordance with the specifications and designs, cost, and schedule to ensure progress follows the work plan.
8. Report all errors, omissions, discrepancies, and deficiencies to the supervisor.
9. Establish contact with appropriate partner agencies when basic or special needs are identified.
10. Review of the unit cost of construction materials from providers.
11. Recommend approaches, designs, and responses to the resolution of comments; either by design alteration or modification necessary to achieve a functional facility within the context of geographical needs, budget, and expectations.
12. Perform such other duties as may be assigned.

## ***Required Qualifications and Experience***

### **Education**

- Bachelor's degree in architecture, Urban Planning, Civil Engineering, or a related field from an accredited academic institution with three years of relevant professional experience; or
- Master's degree in one of the above fields or a related field from an accredited academic institution will be considered an asset.

### **Experience and Skills**

- Minimum of 3 years working experience in the field of construction.
- Experience working in international organizations, humanitarian community and familiarity with the humanitarian reform and cluster approach.
- Experience in project management and implementation.
- Working experience in the region is an asset.
- Knowledge and understanding of Polish construction law and regulations.
- Strong computer background, including experience with Microsoft applications, spreadsheets, and word processing.

### **Languages**

Fluency in **Polish** and **English** (oral and written) is required.

Working knowledge of **Ukrainian** language is an asset.

## ***Required Competencies***

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

The incumbent is expected to demonstrate the following values and competencies:

**Values** - all IOM staff members must abide by and demonstrate these values:

- **Inclusion and respect for diversity** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **Integrity and transparency** maintain 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 1*

- **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 send completed **Personal History Form** and **CV in English** to [iompolandapplications@iom.int](mailto:iompolandapplications@iom.int) email specifying the Vacancy Reference Number **PLCFA24-012** and full name in the subject line (e.g., "PLCFA24-012 – Jane SMITH").

Please click this link to access [Personal History Form](#)

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 31 January 2024 until 14 February 2024