



International Organization for Migration (IOM)  
The UN Migration Agency

## **POST DESCRIPTION**

<b>I. POSITION INFORMATION</b>	
Position title	Field Officer (WASH)
Position grade	P3
Duty station	Malakal, South Sudan
Position number	
Job family	
Organizational unit	
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	Country Office
Position rated on	
Reports directly to	Programme Coordinator (WASH)
Number of Direct Reports	
<b>II. ORGANIZATIONAL CONTEXT AND SCOPE</b>	
<p>IOM in South Sudan has a broad range of programming centred around three broad areas: humanitarian coordination and support; humanitarian response and resilience; and peacebuilding, transition, and development. Humanitarian coordination and support includes leading/co-leading the Camp Coordination and Camp Management (CCCM) and Shelter and Non-Food Items (NFI) Clusters, Displacement Tracking Matrix (DTM), Water, Sanitation and Hygiene (WASH) and management of a Shelter and NFI core-pipeline, humanitarian hubs and common transport services. Humanitarian response and resilience includes WASH, Shelter &amp; NFI, health, protection, gender equality and inclusion, mental health and psychosocial support and the management of a Rapid Response Fund. Under peacebuilding, transition and development, IOM South Sudan implements programming on housing, land and property issues, transition and recovery, transhumance conflict prevention, community development and migrant management.</p> <p>Under the direct supervision of the Programme Coordinator (WASH) and the administrative supervision of the Head of Sub-Office in Malakal, the Field Officer (WASH) for Malakal will supervise and coordinate the implementation of IOM's WASH activities in Malakal Protection of Civilian (PoC) camp and across Upper Nile State, whilst providing technical support to the WASH Cluster in Malakal, South Sudan.</p>	
<b>III. RESPONSIBILITIES AND ACCOUNTABILITIES</b>	
<ol style="list-style-type: none"> <li>Supervise the implementation of activities required for the successful completion of WASH projects for the internally displaced persons (IDPs) response in Malakal, in alignment with donor(s) requirements and the direction of the Programme Coordinator (WASH) and check that the project(s) meets the workplan, scope, time and budget.</li> </ol>	

2. Ensure that activities are performed in accordance with the specifications in the project proposal and notify in a timely matter any pertinent change request to Programme Coordinator (WASH).
3. Contribute to follow-up of project budget according to internal and donor requirements and follow relevant budget lines.
4. Monitor project implementation by performing regular visits to the areas of operation, ensure that materials are being properly utilized and that WASH items are effectively distributed to the beneficiaries. Follow up the schedule with contractors and prepare and sign completion certificates. Work closely with the head of Sub-office and admin and finance assistant for contracts management; supervise close out procedures and final payments to the contractors.
5. Assist in planning and supervising procurements in line with approved specifications or Bill of Quantities (BoQ), working closely with procurement and logistics assistants at Juba and sub-office levels, to facilitate the procurement and delivery of the required materials and items to the respective sites in a timely manner.
6. Ensure effective and active communication with all stakeholders. Internally, submit a weekly report to the Head of sub-office and Programme Coordinator (WASH) indicating progress, constraints, and requirements for project completion. Ensure that project data and information is archived and shared appropriately.
7. Work to vigorously mobilize the community with the support of the *Community Mobilizers and Hygiene Promoters* under supervision, to actively facilitate participation, involvement, and contribution of the targeted communities for the completion of the activities included in the IOM WASH projects allocated for Malakal County.
8. Obtain the needed operational agreements or authorizations from the local authorities for project stability and good relations with the local government.
9. Provide necessary information and documentation for the preparation of project proposals for IOM to contact potential donors.
10. Contribute to contingency planning for possible WASH emergency responses, as needed (including WASH Assessments).
11. Supervise and train relevant staff, including the preparation of staff performance evaluations, and assist in resolving team conflicts.
12. Facilitate appropriate state level coordination between all WASH partners as well as government and local authorities (based on the WASH Cluster strategic plan).
13. Facilitate state level cluster meetings, including informing government and all partners of meetings; agenda preparation, and meeting minutes

are timely shared with government, WASH partners and WASH Cluster Coordination team in Juba.

14. Maintain appropriate WASH Cluster coordination mechanisms, i.e. WASH Cluster Response Plan during acute emergencies, Monthly Activity Reports, Monthly Stock Reports.
15. Provide information for inquiries on the cluster's response plans and operations within the state.
16. Maintain knowledge of who is doing what and where within the sector in the given state, using a 5W tool.
17. Follow up with WASH partners in the state for monthly reporting of their activities to the national WASH Cluster.
18. Provide feedback to the WASH Cluster Coordination team on progress in the WASH sector at state level, including successes, obstacles and best practices including outstanding WASH Cluster Core Pipeline needs at state level, as needed.
19. Monitor Core Pipeline at state level, facilitate partner requests for supplies, recommend release of stock to partners, and evaluate if Core Pipeline quantities meet existing and expected needs of the given state. Provide feedback to Cluster Coordination team regarding outstanding WASH Cluster Core Pipeline needs at state level, as needed.
20. Facilitate—in partnership with cluster members and/or with inter-sector team—needs assessments, monitoring/evaluation and impact assessment and other programmatic issues as needed.
21. Participate in rapid needs assessments in rapid onset and chronic emergency situations.
22. Maintain effective links with other clusters at state level (with OCHA support), especially Health, Nutrition, and NFIs.
23. Provide technical support to the Cluster Coordination team with planning issues including Consolidated Appeal Process, risk analysis, preparedness/contingency planning, gap filling and implementation of preparedness actions.
24. Brief new cluster members on the humanitarian situation in the area and sector specific issues, share the contact list with them, and facilitate connections with key partners and local and national authorities.
25. Perform such other duties as may be assigned.

#### **IV. REQUIRED QUALIFICATIONS AND EXPERIENCE**

EDUCATION	
<ul style="list-style-type: none"> <li>• Master's degree in Civil Engineering, Environmental Engineering, or a related field from an accredited academic institution with two years of relevant professional experience; or</li> <li>• University degree in the above fields with four years of relevant professional experience.</li> </ul>	
EXPERIENCE	
<ul style="list-style-type: none"> <li>• Experience in the implementation of water, sanitation and hygiene (WASH) projects in a complex humanitarian context such as South Sudan;</li> <li>• Experience in supervising staff and good coordination skills;</li> <li>• Experience in maintaining working relationships with clusters, inter-agency coordination mechanisms and other stakeholders.</li> </ul>	
SKILLS	
<ul style="list-style-type: none"> <li>• Ability to coordinate a team in a complex post-crisis humanitarian setting;</li> <li>• Excellent technical knowledge of WASH principles;</li> <li>• Good interpersonal, cross-cultural, and diplomatic skills and ability to harmoniously collaborate with a wide variety of internal and external stakeholders;</li> <li>• Ability to deliver results;</li> <li>• Proven ability to successfully operate in a high-stress environments and maintain a high professional standard in hardship locations;</li> <li>• Knowledge of the region is an advantage.</li> </ul>	
V. LANGUAGES	
Required (specify the required knowledge)	Desirable
<p><i>External applicants for all positions in the Professional category are required to be proficient in English and have at least a working knowledge of one additional UN Language (French, Spanish, Arabic, Russian or Chinese).</i></p> <p><i>For all applicants, fluency in English is required (oral and written).</i></p>	<p><i>Working knowledge of Arabic, French, Spanish and/or a local language is an advantage.</i></p>
VI. COMPETENCIES <sup>1</sup>	
The incumbent is expected to demonstrate the following values and competencies:	

<sup>1</sup> Competencies and respective levels should be drawn from the Competency Framework of the Organization.

**Values** - all IOM staff members must abide by and demonstrate these three 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 *level 2*

- 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.

**SIGNATURES:**

1<sup>ST</sup> LEVEL SUPERVISOR                      DATE

2<sup>ND</sup> LEVEL SUPERVISOR                      DATE

STAFF MEMBER                                  DATE