



## POST DESCRIPTION

I. POSITION INFORMATION	
Position title	Programme Officer (Water, Sanitation and Hygiene - WASH)
Position grade	P.3
Duty station	Hatay, Turkey
Position number	
Job family	Operations
Organizational unit	
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	Country Office
Position rated on	
Reports directly to	Mohanad Ameen
Number of Direct Reports	(tbc by the Country Office)
II. ORGANIZATIONAL CONTEXT AND SCOPE	
Under the overall supervision of the (overall supervisor's position) and direct supervision of the (direct supervisor's position), the Programme Officer (WASH) will provide support in the implementation and monitoring of WASH related activities.	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<ol style="list-style-type: none"> <li>1. <b>Strategy:</b> Contribute in the development and execution of the WASH strategy/response plan for IOM in alignment with the overall emergency response plan of the organization.</li> <li>2. <b>Oversight:</b> Ensure that the project(s) activities under responsibility meet their intended scope, time and budget as per the project's work plan as designed by the Programme Manager and inform of any delay or workaround required for timely completion of activities.</li> <li>3. <b>Resource Mobilization:</b> Provide necessary information and documentation to the WASH Programme Manager for the preparation of project proposals and/or for IOM to contact potential donors. Actively assist in the coordination of donor visits. Contribute to contingency planning for possible WASH emergency response if required.</li> <li>4. <b>Supervision and control areas /aspects:</b> <ol style="list-style-type: none"> <li>a. <b>Technical:</b> Prepare and or review technical specifications, BoQs, drawings of the WASH infrastructure planned to be implemented as necessary in order to guarantee quality of the output and alignment to donor requirements. Assess technically the progress of the project(s) under supervision to ensure that compliance of outputs to planned targets is achieved.</li> <li>b. <b>Financial:</b> Contribute in the monitoring of project(s) budget according to internal and donor requirements. Adhere to the guidelines provided by</li> </ol> </li> </ol>	

the WASH programme manager regarding the use of budget lines for the project(s) activities.

- c. **Human Resource:** Mentor, coach and manage the staff under supervision and help to resolve team conflicts.
  - d. **Procurement:** Plan and supervise the project(s) procurements in line with approved by the WASH Programme Manager specifications or BoQs, working in close coordination with the procurement and logistics unit to ensure that the required materials and items are procured and delivered to the respective sites in a timely manner. Follow up the schedule with contractors and prepare and sign completion certificates. Work closely with the administrative units of IOM to ensure adequate contracts management; close out procedures and final payments to the contractors.
5. **Coordination:**
- a. **External:** In coordination with the WASH Programme Manager, actively liaise with the WASH Cluster; other WASH agencies, government authorities / entities and any other relevant stakeholder to ensure that IOM WASH activities are coordinated to avoid duplication, violation of national regulations or contravention of operational agreements set by the humanitarian community at the country level. Ensure that all relevant permits and authorizations are obtained from the local authorities to guarantee project stability and good relations with the local government.
  - b. **Internal:** Under the direction of the WASH Programme Manager, coordinate the implementation of activities with IOM support units and ensure that inter-sectoral activities / approaches are planned and coordinated with the respective units / programmes.
6. **Communications:** Maintain an effective and active communication with all the stakeholders. Make sure that the relevant and necessary information is transmitted on a timely manner upstream to the WASH Programme Manager and downstream to the members of the WASH team under supervision.
7. **Monitoring and Evaluation:** Monitor the project implementation by performing regular visits to the areas of operation and record relevant data for further analysis. Ensure that all the project data and information is archived and shared appropriately. Prepare and submit regular progress reports to the WASH Programme Manager indicating progress, constraints and requirements for project completion.
8. **Cross cutting issues:** Contribute to ensure that cross-cutting issues are integrated in the WASH programming such as GBV, Accountability to Affected Populations (AAP), Environment and other cross cutting issues of relevance.
9. **Any other duties:** Perform such other duties that may be assigned.

#### IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

##### EDUCATION

- Master's Degree in Civil Engineering, Chemical Engineering, Mechanical Engineering, Environmental Engineering, Geology or a related field from an accredited academic institution with two years of relevant professional experience; or
- University degree in the above fields with four years of relevant professional experience.

EXPERIENCE	
<ul style="list-style-type: none"> <li>• Experience in the implementation of WASH activities in developing countries, preferable in countries facing humanitarian crises and in support of emergency responses; experience in the region is an advantage;</li> <li>• Experience in the design and implementation of WASH infrastructure, including contract management.</li> <li>• Experience in the implementation of activities that include the promotion of hygiene.</li> </ul>	
SKILLS	
<ul style="list-style-type: none"> <li>• Excellent Monitoring and Evaluation (M&amp;E) Skills; Managerial Skills; Organizational Skills;</li> <li>• Ability to work with limited supervision;</li> <li>• Works effectively with Donors, local authorities, stakeholders, beneficiaries, and the broader community to advance country office or regional objectives.</li> </ul>	
V. LANGUAGES	
Required <i>(specify the required knowledge)</i>	Desirable
Fluency in English (oral and written).	(desirable language).
VI. COMPETENCIES <sup>1</sup>	
<p>The incumbent is expected to demonstrate the following values and competencies:</p> <p><b>Values</b> - all IOM staff members must abide by and demonstrate these three values:</p> <ul style="list-style-type: none"> <li>• <u>Inclusion and respect for diversity</u>: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.</li> <li>• <u>Integrity and transparency</u>: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.</li> <li>• <u>Professionalism</u>: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.</li> </ul> <p><b>Core Competencies</b> – behavioural indicators <i>level 2</i></p> <ul style="list-style-type: none"> <li>• <u>Teamwork</u>: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.</li> <li>• <u>Delivering results</u>: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.</li> <li>• <u>Managing and sharing knowledge</u>: continuously seeks to learn, share knowledge and innovate.</li> </ul>	

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

- 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.

**Managerial Competencies** – behavioural indicators *level 2 (as applicable)*

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

**SIGNATURES:**

1<sup>ST</sup> LEVEL SUPERVISOR

DATE

2<sup>ND</sup> LEVEL SUPERVISOR

DATE