



International Organization for Migration (IOM)
The UN Migration Agency

POST DESCRIPTION

I. POSITION INFORMATION	
Position title	Project Officer (Water, Sanitation and Hygiene - WASH)
Position grade	P3
Duty station	Malawi, Lilongwe
Reports directly to	Chief of mission
II. ORGANIZATIONAL CONTEXT AND SCOPE	
Under the overall supervision of the Chief of Mission (CoM) and in close coordination with IOM headquarters (HQs) WASH unit, the successful candidate will be responsible for leading and coordinating the effective implementation of the IOM emergency WASH (Water, Sanitation and Hygiene) in response to the tropical Cyclone Freddy.	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<ol style="list-style-type: none"> 1. Implement effectively the emergency WASH response coordinating with the emergency programme coordinator and the different IOM units/programmes to ensure multisectoral approach. 2. Strategy: Contribute to the development and execution of the national WASH strategy/response plan for IOM in alignment with the national WASH Sector, other WASH agencies and government authorities/entities. 3. Lead and coordinate the technical components of the WASH programme, including the different modalities of implementation (cash, vouchers, in-kind, etc.) and integration of the relevant cross cutting themes (e.g. Gender, Environment, AAP, etc.) and oversee compliance, ensuring the quality implementation of the required activities for the successful completion of the different projects activities in line with donor requirements and IOM rules and regulations. 4. Flood risk prevention and control: Support the efforts to generate preparedness actions to mitigate further impacts by floods and receding waters, through analysis of current and potential flood patterns and flood levels. Propose prevention infrastructure such as drainage, dams, embankments and similar, as well as methodologies to protect WASH facilities from contamination from stagnant waters or damage by further floods. 5. Oversight: Ensure that the project activities under responsibility meet their intended scope, time and budget as per the project's work plan, including activities delivered by IOM implementing partners and inform Programme Officer (WASH) of any delay or workaround required for timely completion of activities. 6. Resource Mobilization: Provide necessary information and documentation to the emergency programme coordinator for the preparation of project proposals and/or for IOM to contact potential donors. 	

7. Supervision and control areas /aspects:

- a. **Needs assessments:** Lead the design and execution of needs assessments as necessary for the design of evidence-based interventions and fit for purpose infrastructure and services, with a particular emphasis in water supply infrastructure such as boreholes and wells that may need disinfection and rehabilitation due to the floods.
- b. **Technical:** 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.
- c. **Financial:** Contribute to the monitoring of project budgets according to internal and donor requirements. Adhere to the guidelines provided by the Programme Officer (WASH) regarding the use of budget lines for the project(s) activities.
- d. **Human Resource:** Mentor, coach and manage the staff under supervision and help to resolve team conflicts.
- e. **Procurement and contract management:** Plan and supervise the project procurements in line with approved non-food-item (NFI) specifications or BoQs, working in close coordination with the procurement and logistics units to ensure that the required materials and items are procured and delivered to the respective sites in a timely manner. Work closely with the administrative units of IOM to ensure adequate contracts management with service providers, contractors and/or implementing partners, follow up the respective schedules and prepare and sign completion certificates; close out procedures and final payments.
- f. **Health and Hygiene:** Ensure the mainstreaming of hygiene behavioural change components in the design of hygiene promotion programmes, WASH facilities and services, and distribution of WASH relief items to comprehensively contribute to the achievement of public health outcomes and in the prevention and control of WASH related disease outbreaks.

8. Coordination:

- a. **External:** In coordination with the Emergency programme coordinator, actively liaise with the national WASH Sector, 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 Emergency programme coordinator 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.

9. Communications: Maintain 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 Programme Officer (WASH) and downstream to the members of the WASH team under supervision.

10. 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 Programme Officer (WASH) indicating progress, constraints and requirements for project completion.

11. 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.

12. Any other duties: Perform such other duties that may be assigned.	
IV. REQUIRED QUALIFICATIONS AND EXPERIENCE	
EDUCATION	
<ul style="list-style-type: none"> • Master's Degree in Civil Engineering, Environmental Engineering, Geoscience engineering 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"> • Experience in the implementation of WASH activities in developing countries, preferably in countries facing humanitarian crises and in support of emergency responses. Previous experience in response to natural disasters due to floods is desirable. • Experience in working in Malawi is an advantage. • Experience in the design and implementation of WASH infrastructure, including contract management. • Experience in the implementation of activities that include the promotion of hygiene. 	
SKILLS	
<ul style="list-style-type: none"> • Excellent Monitoring and Evaluation (M&E) Skills; Managerial Skills; Organizational Skills. • Knowledge of computer assisted design and modeling software such AutoCAD, Epanet and those useful for the design of drainage, flood modeling. • Ability to work with limited supervision. • Works effectively with Donors, local authorities, stakeholders, beneficiaries, and the broader community to advance country office or regional objectives. 	
V. LANGUAGES	
Required <i>(specify the required knowledge)</i>	Desirable
Fluency in English (oral and written).	
VI. COMPETENCIES	
<p>The incumbent is expected to demonstrate the following values and competencies:</p> <p>Values - all IOM staff members must abide by and demonstrate these three values:</p> <ul style="list-style-type: none"> • <u>Inclusion and respect for diversity</u> respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible. • <u>Integrity and transparency</u>: maintain high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct. • <u>Professionalism</u>: 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.

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.