



International Organization for Migration (IOM)  
The UN Migration Agency

## **POST DESCRIPTION**

| <b>I. POSITION INFORMATION</b>  |  |
|---|--|
| Position title  | Programme Manager/Coordinator (Water. Sanitation and Hygiene - WASH) |
| Position grade  | P2/P3  |
| Duty station  | Amman/Home Based   |
| Position number   | Stand By Partner   |
| Job family  | Operations   |
| Organizational unit   | (8-digit number of the Unit in Country Office)                       |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?  | Country Office   |
| Position rated on   |  |
| Reports directly to   | Senior WASH Technical Coordinator                                    |
| Number of Direct Reports  | (tbc by the Country Office)  |
| <b>II. ORGANIZATIONAL CONTEXT AND SCOPE</b>   |  |
| <p>Under the overall supervision of the Head of Operations (Gaza Response) and direct supervision of the Senior WASH Technical Advisor the Programme Manager/Coordinator (WASH) candidate will be responsible of the successful support, coordination and monitoring and of the Water, Sanitation and Hygiene (WASH) WASH response in Gaza for IOM and another WASH partners in the Gaza response.</p>  |  |
| <b>III. RESPONSIBILITIES AND ACCOUNTABILITIES</b>   |  |
| <ol style="list-style-type: none"> <li><b>Strategy:</b> Support the development and ensure the execution of the WASH strategy for IOM in Gaza and other WASH partners within the Gaza response.</li> <li><b>Oversight:</b> Manage the overall implementation of the WASH programme to guarantee that scope, budget, time and quality are in accordance to the different projects specifications, donor requirements and IOM rules and regulations.</li> <li><b>Resource Mobilization:</b> Ensure support for appropriate and timely resource mobilization for the successful implementation of the different projects in the WASH programme. Proactively identify programme development opportunities, new funding sources, new thematic areas of technical intervention and strategic partnerships that would promote the expansion of the IOM WASH portfolio. Liaise effectively with donors at local and regional level in order to advocate for adequate funding to sustain the WASH programme and prepare proposals for funding.</li> <li><b>Supervision and control areas /aspects:</b> <ol style="list-style-type: none"> <li><b>Technical:</b> Lead the design process and oversee compliance of technical specifications for the implementation of the required WASH infrastructure and services to guarantee quality of the output and</li> </ol> </li> </ol> |  |

|   |   |
|---|---|
| <p>alignment to international and national standards and donor requirements.</p> <ol style="list-style-type: none"> <li>b. <b>Financial:</b> Ensure a sound financial management of projects to guarantee alignment with internal and donor requirements. Ensuring that the budget lines are respected and monitor burn rates for the effective use of the funds.</li> <li>c. <b>Human Resource:</b> Manage and monitor technically and administratively WASH teams. Ensure that adequate and relevant capacity building are provided to the members of the team. Mentor, coach and manage the staff under supervision; support the performance evaluations and oversee and help to resolve team conflicts.</li> <li>d. <b>Procurement:</b> In coordination with the Resource Management Unit and Procurement and Logistics Unit, oversee all WASH programme related procurement efforts for supplies and services, ensuring that the processes are transparent and in line with IOM and donor's regulations. Provide the necessary resources to effectively monitor all contractual agreements with service providers and / or implementing parties.</li> </ol> <p>5. <b>Coordination:</b></p> <ol style="list-style-type: none"> <li>a. <b>External:</b> Actively liaise with the WASH Sector; UN agencies and any other relevant stakeholder to ensure that WASH activities are coordinated to avoid duplication, violation of national regulations or contravention of operational agreements set by the humanitarian community in Gaza. Ensure that any needed operational agreement or authorization from the local authorities is convened to guarantee project stability and good relations with the local government.</li> <li>b. <b>Internal:</b> Coordinate internally within IOM units / programmes the implementation of activities and ensure that inter-sectoral activities / approaches are planned and coordinated with the respective units / programmes.</li> </ol> <p>6. <b>Communications:</b> Ensure an effective and active communication with all the stakeholders. Make sure that the relevant and necessary information is transmitted downstream to all the members of the WASH team on a timely manner. Prepare project reports, situation reports, programme updates as necessary and/or as requested by the management and ensure that all the project data and information is archived and shared appropriately.</p> <p>7. <b>Monitoring and Evaluation:</b> Ensure that the WASH program is driven by a sound Monitoring, Evaluation and Learning framework that leads to continuous improvement and fine-tuning of systems and processes.</p> <p>8. <b>Cross cutting issues:</b> Ensure 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.</p> <p>9. <b>Any other duties:</b> Perform such other duties that may be assigned.</p> | <b>IV. REQUIRED QUALIFICATIONS AND EXPERIENCE</b>   |
| <b>EDUCATION</b>  | <ul style="list-style-type: none"> <li>• Master's degree in Civil or Infrastructure Engineering, Chemical Engineering, Mechanical Engineering, Environmental Engineering, Geology, Public Health or a related field from an accredited academic institution with five years of relevant professional experience; or</li> <li>• University degree in the above fields with seven years of relevant professional experience.</li> </ul> |

|   |                             |
|---|-----------------------------|
| <b>EXPERIENCE</b>   |                             |
| <ul style="list-style-type: none"> <li>• Experience in the management of WASH or Infrastructure programmes in developing countries, preferable in countries facing humanitarian crises and in support of emergency responses. Experience in the region is an advantage. Experience working with different international organizations specialized in humanitarian assistance (e.g. UN agencies, INGOs, IOs, Donors, IFRC or ICRC)</li> <li>• Experience in the design and implementation of WASH infrastructure, including contract management;</li> <li>• Proven experience in the design and / or implementation of interventions that include research methods to address behavior change for the promotion of hygiene.</li> </ul> |                             |
| <b>SKILLS</b>   |                             |
| <ul style="list-style-type: none"> <li>• Computer literate (word processors, spreadsheet, database, Epanet, CAD (AutoCAD, ArchiCAD or similar engineering software), and statistical packages, etc.).</li> </ul>  |                             |
| <b>V. LANGUAGES</b>   |                             |
| Required<br>(specify the required knowledge)  | Desirable                   |
| Fluency in English (oral and written).  | Arabic (desirable language) |
| <b>VI. COMPETENCIES<sup>1</sup></b>   |                             |
| The incumbent is expected to demonstrate the following values and competencies:   |                             |
| <b>Values</b> - all IOM staff members must abide by and demonstrate these three values: <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>   |                             |
| <b>Core Competencies</b> – behavioural indicators /level/ 2 <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> </ul>  |                             |

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

- 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*

- 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  
Angelica Maria Rada Ariza

DATE

2<sup>ND</sup> LEVEL SUPERVISOR  
Martin Legasse

DATE