



# POST DESCRIPTION

## SECTION 1

### Position Information

Position Title	Water, Sanitation and Hygiene – WASH Officer
Position Grade	P.3
Duty Station	Caracas
Position Number	00000000
Job Family	Emergency
Organizational Unit	00000000
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Position rated on	Pre-classified
Reports directly to	Emergency Coordinator
Number of Direct Reports	3

## SECTION 2

### Organizational Context and Scope

Under the overall supervision of the Chief of Mission and direct supervision of the Senior Emergency Coordinator the WASH Officer candidate will be responsible for the successful implementation and management of the portfolio of Water, Sanitation and Hygiene (WASH) programmes and projects of IOM.

## SECTION 3

### Responsibilities and Accountabilities

1. Develop and ensure the execution of the WASH strategy for IOM in the country.
2. 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.
3. Ensure 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.
4. Supervision and control areas /aspects:
  - a. Technical: 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 alignment to international and national standards and donor requirements.
  - b. Financial: 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.
  - c. Human Resource: Manage and monitor technically and administratively the whole of the WASH team. 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.
  - d. Procurement: 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.
5. Coordination:
  - a. External: Actively liaise with the WASH Sector; Unicef / UNHCR, 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 any needed operational agreement or authorization from the local authorities is convened to guarantee project stability and good relations with the local government.
  - b. Internal: 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.
6. Communications: 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.
7. Monitoring and Evaluation: 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.
8. Cross cutting issues: 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.
9. Any other duties: Perform such other duties that may be assigned.

## SECTION 4

# Required Qualifications and Experience

## EDUCATION

- Master's degree in Civil 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
- University degree in the above fields with seven years of relevant professional experience.

## EXPERIENCE

- Experience in the management of WASH 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)
- Experience in the design and implementation of WASH infrastructure, including contract management;
- Proven experience in the design and / or implementation of interventions that include research methods to address behavior change for the promotion of hygiene.

## SKILLS

- Computer literate (word processors, spreadsheet, database, Epanet, CAD (AutoCAD, ArchiCAD or similar engineering software), and statistical packages, etc.).

## SECTION 5

# Languages<sup>1</sup>

IOM's official languages are English, French, and Spanish.

## REQUIRED

For this position, fluency in Spanish is required (oral and written).

## DESIRABLE

English, and French

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<sup>1</sup> As per IN/233, staff members in a position in the Professional and GS categories are expected to be fluent in one of the Organization's official languages, which are English, French and Spanish. At least a working knowledge of another official language is highly desirable and may be specified as mandatory in some cases. For positions in the GS category, proficiency in one of the local language(s) may also be required, as specified in the VN/SVN.

## SECTION 6

# Competencies<sup>2</sup>

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

**VALUES** - All IOM staff members must abide by and demonstrate these five values:

**Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

**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.

**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 – Choose a level.

**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 actions and delegated work.

**Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

---- *If direct reports (10th row above) for PAS is greater than zero, then the managerial competencies below are inserted.* ----

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<sup>2</sup> Competencies and respective levels should be drawn from the Competency Framework of the Organization.

## MANAGERIAL COMPETENCIES - Behavioural indicators – Choose a level.

**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 leadership and professional potential.

**Empowering others:** Creates an enabling environment where staff can contribute their best and develop their potential.

**Building Trust:** Promotes shared values and creates an atmosphere of trust and honesty.

**Strategic thinking and vision:** Works strategically to realize the Organization's goals and communicates a clear strategic direction.

**Humility:** Leads with humility and shows openness to acknowledging own shortcomings.

### SECTION 7

#### Signatures

1 <sup>st</sup> Level Supervisor	Date
	<a href="#">Click here to enter a date.</a>
2 <sup>nd</sup> Level Supervisor	Date
	<a href="#">Click here to enter a date.</a>