



## POST DESCRIPTION

### SECTION 1

#### Position Information

Short Vacancy Notice	IOM/MKR/037/2024
Position Title	Senior Project Assistant (Engineering)
Position Grade	G6
Duty Station	Makeke, United Republic of Tanzania
Type of Appointment & Durations	Special Short Term Graded Contract - 9 months with possibility of extension
Position Number	To be created
Job Family	Operations
Organizational Unit	Procurement and Logistics Unit
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Position rated on	22 May 2024
Reports directly to	Construction Engineer
Overall supervisor	Procurement and Logistics Officer
Number of Direct Reports	0

### SECTION 2

#### Organizational Context and Scope

Since the inception of IOM in 1951, Movement Operations have been and continue to be a fundamental pillar of the Organization's work. The organized movement of persons in need of international migration assistance is a primary mandate of the Organization and a cornerstone of IOM's operations. This mandate has resulted in the international transport of more than 15 million migrants and refugees worldwide. Movement Operations departments in various IOM missions, coordinated under the division of Resettlement and Movement Management (RMM) in the Department of Operations and Emergencies (DOE) at IOM's Geneva Headquarters, are responsible for all aspects of travel for migrants and refugees under IOM's auspices, in accordance with the various framework agreements with resettlement and receiving Governments and partners across the spectrum of the Organization's programmes.

Under the overall supervision of the Procurement and Logistics Officer in Kasulu and direct supervision of the Construction Engineer; and, in collaboration with relevant units, the successful candidate will be responsible for the following functions.

### SECTION 3

## Responsibilities and Accountabilities

1. Study conversant of drawings, specifications, and bill of quantities of the contract.
2. Obtain and follow up the daily programme of the Contractor and provide supervision accordingly.
3. Control the quality of construction materials including standard checking and giving instructions to the contractor for necessary material testing, evaluating test reports and inform Construction Engineer for necessary approvals.
4. Maintain daily records such as progress details, details of manpower & resources deploy, Material delivery, weather record, main construction activities implemented at site etc.
5. Participate and check all setting outs and ensure accuracy.
6. Check and verify the constructions are implementing according to the technical specifications, drawings, and description in bill of quantities. if there is any deviation, inform the Construction Engineer for necessary action.
7. Monitor the progress of the construction with reference to approved contractor's program and if there is any deviation, inform the Construction Engineer for necessary action.
8. Arrange the Joint measurements of construction work and maintain daily/weekly basis (Depends on nature of the activity).
9. Participation for progress meetings and other meetings whenever necessary.
10. Monitor and keep records on material testing, check lists, approvals etc.

11. Verify whether materials are from approved sources.
12. Monitor the construction works are in accordance with the environmental requirements.
13. Monitor and keep records on contractor's safety arrangements.
14. Any other duties as assigned by supervisors.

#### SECTION 4

### Required Qualifications and Experience

#### EDUCATION & EXPERIENCE

- Bachelor's Degree in Civil Engineering (BSc-Eng), with four years of building construction experience,
- High School diploma with six years of building construction experience
- Knowledge and training in local engineering concept and field construction methodology, or equivalent combination of education, training, and experience
- Experience of working in large scale building construction projects is required.
- Experience of working in remote and resources constrained settings is an advantage.

#### SKILLS

- Leadership skills
- Organization skills
- Communication skills
- Good Computer skills- Computer literacy and proficiency in Microsoft Word and Excel is required. Proficiency in AutoCAD is an advantage.

#### SECTION 5

### Languages

#### REQUIRED

Fluency in English and Swahili is required (oral and written).

#### DESIRABLE

Working knowledge of French and/or Spanish.

## SECTION 6

# Competencies<sup>1</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 - Behavioral 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 actions and delegated work.

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

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

**OTHER:**

The UN system in Tanzania provides a work environment that reflects the values of gender equality, teamwork, diversity, integrity, a healthy balance of work and life and equal opportunities for all, including persons with disability.

Female candidates and qualified persons with disabilities are encouraged to apply for UN vacancies and are protected from discrimination during all stages of employment.

**NO FEES:**

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training, or other fee). IOM does not request any information related to bank accounts.

**HOW TO APPLY:**

Interested candidates should fill in the PH form, submit CV's and cover letter indicating Vacancy Number with 3 professional references and contacts to email address: [tzvacancy@iom.int](mailto:tzvacancy@iom.int)

The vacancy is open for both internal and External candidates Tanzanian national only.

Only e-mail applications will be considered.

For further information, please refer to: <https://tanzania.iom.int/careers>

**Posting period from 14<sup>th</sup> June 2024 to 27<sup>th</sup> June 2024.**

