



Vacancy Notice No : SVN 2024/08
Position title : Field Site Assistant
Duty Station : Dimitrovgrad
Classification : General Service Staff
Type of Appointment : UG (3 months with possibility of extension)
Estimated Start Date : August 2024
Closing Date : 31 July 2024

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

General functions

Under the overall supervision of the Head of Office and direct supervision of Project Coordinator and Reconstruction Supervisor the incumbents will be responsible for closely monitor and control the technical process of reconstruction/refurbishment works on improvement of accommodation conditions and services at the Reception Centre for Foreigners in Dimitrovgrad

- Daily control and closely monitoring of the technical process flow of works in accordance with the contracted time-schedule, as well as the quality and quantity control of supplied materials on the field sites.
- Oversee a detailed reconstruction/refurbishment works delivered by the assigned construction company
- Control and closely monitor the work of successful tenderer(s) on reconstruction/refurbishment works.
- Monitor project site, repair specifications, logistics and administration of technical resources to meet project obligations.
- Monitor and analyze project process and product, specifically aimed at increasing effectiveness and ensuring appropriate action.
- Maintain project level quality control checks and respective written records throughout the reconstruction process.
- Lead regular coordination meetings with on-site reconstruction/refurbishment staff.
- Review constantly IOM's reconstruction processes and recommend to the Reconstruction Supervisor solutions for improving these processes, as well as quality aspects and timelines of reconstruction.
- Coordinate with Project Coordinator and Reconstruction Supervisor on overall construction statistics, reconstruction/refurbishment progress, and other required reporting elements.
- Assist with project monitoring and quality control of reconstruction/refurbishment, and propose further improvements in the applied methodologies.
- Represent IOM in technical meetings with external counterparts, including donors, UN agencies, NGOs and local government bodies as requested.
- Undertake duty travel to other locations of the implementation of Project.
- Perform such other duties as may be assigned by CoM a.i.

Qualifications and Experience:

- University degree in Architectural or Civil Engineering.
- 5 years previous experience in the field of performance of reconstruction / refurbishment works on construction sites
- Holder one of the licenses No. 400, 410
- Experience in liaising with governmental authorities and local communities, as well as national and international institutions.
- Ability to draft clearly and concisely.
- Good level of computer literacy.
- Ability to supervise staff and coordinate administrative activities.
- Excellent communication and negotiation skills.
- Personal commitment, efficiency, flexibility, drive for results, respect for diversity, creative thinking.

Competencies

Behavioral

a) takes responsibility and manages constructive criticism; b) works effectively with all clients and stakeholders; c) communicates clearly; d) takes initiative and drives high levels of performance management; e) plans work, anticipates risks, and sets goals within the area of responsibility; f) contributes to a collegial team environment; g) works with internal and external stakeholders to meet resource needs of IOM.

Technical

a) Delivers on set objectives in hardship situations; b) effectively coordinates actions with other implementing partners/stakeholders; c) works effectively with local authorities, stakeholders, beneficiaries, and the broader community to advance country office or regional objectives.

Languages Required

Good knowledge of English.

How to apply:

Interested candidates to submit their applications as soon as possible by sending the IOM Personal History form in English language available on IOM Serbia [website](#) and a motivation letter, not more than one page, via email to iombegvacancy@iom.int quoting this respective Vacancy notice number (SVN 2024/08) in the subject.

Only shortlisted candidates will be contacted.

Position is subject to availability of funding

Posting period: From 21.06.2024 to 31.07.2024

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.

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

Values - all IOM staff members must abide by and demonstrate these three values:

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- 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.

Core Competencies – behavioural indicators *level 1*

- 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.