



Open to internal and external candidates

**CALL FOR APPLICATION (2024-212)**

Position Title	: <b>Project Clerk - WASH</b>
Duty Station	: <b>Boa Vista, Brazil</b>
Classification	: <b>National Staff</b>
Type of Appointment	: <b>Special Short-Term Ungraded</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>14 October 2024</b>

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, inter-governmental and non-governmental partners. With 175 member states, a further 8 states holding observer status and offices in over 100 countries, IOM, the UN Migration Agency, 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. Brazil is a Member State of IOM since 2004.

***Context***

Under the overall supervision of the Senior Emergency Coordinator and direct supervision of Project Coordinator (Shelter/NFI/Wash/CCCM & Food), the incumbent will be responsible for supporting IOM water and sanitation (WASH) and distribution of non-food items (NFI) intervention in the state of Roraima:

***Responsibilities and Accountabilities***

1. Support the Shelter/ WASH/NFI project implementation through field deployment to directly undertake distributions in coordination with local authorities, civil society organizations, according to project objectives, quality standards and needs, and monitor beneficiary satisfaction.
2. Participate in needs assessments, focus group discussions, and community engagement activities.
3. Support in coordinating the logistical needs of the Shelter/ WASH/NFI program implementation including arranging material transportation, tracking material receipt, placing storages, and delivery preparations at sites and distribution locations.
4. Support in coordination of other Shelter/ WASH/NFI activities including community mobilization and sensitization.
5. Consolidate and regularly share information and support in preparing workplans, updates, progress and assist in the preparation of the weekly and monthly reports.

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**Organização Internacional para as Migrações (OIM)**

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6. Provide support in regular data collection, analysis and systematization and maintain record of all documents related to beneficiary and project documents.
7. Undertake duty travel as required.
8. Perform such other duties as may be assigned

### ***Required Qualifications and Experience***

#### **EDUCATION**

- High School diploma with five years of relevant professional experience; or
- University degree in civil engineering, Environmental Engineering, Architecture, or a related field from an accredited academic institution with 1 years of relevant professional experience.

#### **EXPERIENCE**

- Experience in liaising with Brazilian Government agencies, national/international institutions, United Nations Agencies and non-governmental organizations.
- Experience in the field of construction, engineering, water and sanitation and contract management.
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups; and,
- Good knowledge of project monitoring and Monitoring and Evaluation (M&E).
- Experience working with a non-governmental organization and/or international organization is an advantage.

#### **SKILLS**

- Works effectively with local authorities, stakeholders, and beneficiaries.
- Excellent organization skills; analytical and creative thinking.
- Computer/software literate.
- Strong interpersonal and communication skills.

### ***Languages***

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

#### **REQUIRED**

For this position, fluency in Portuguese and Spanish (working knowledge) is required.



## DESIRABLE

Working knowledge of English is an desirable.

### **Competencies**

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.

### **Notes**

The appointment is subject to funding confirmation.



Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

***How to apply***

Interested candidates should apply through the following link until 14 October 2024:

[PHF IOM BRAZIL](#)

Only shortlisted candidates will be contacted.

***Posting period***

From 08.OCT.2024 to 14.OCT.2024