



IOM Cyprus CALL FOR APPLICATIONS

Reference Number : **CY2023-03**
Position Title : **Electrical and / or Mechanical Engineer**
Duty Station : **Nicosia, Cyprus**
Type of Appointment : **Consultancy Contract**
Closing Date : **1st February 2023**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. The International Organization for Migration (IOM) is committed to the principle that humane and orderly migration benefits migrants and society. As the leading international organization for migration, IOM acts with its partners in the international community to: assist in meeting the growing operational challenges of migration management; advance understanding of migration issues; encourage social and economic development through migration, and; uphold the human dignity and well-being of migrants.

In Greece, IOM is focusing on responding to the Mediterranean migrant's crisis, in support of the Greek Government and in cooperation with all other agencies involved. IOM currently implements interventions within the areas of emergency, preparedness and response, disaster risk reduction, livelihoods, healthcare and psychosocial assistance, assisted voluntary return of migrants, migration and development, resettlement and repatriation, family reunification, counter human trafficking, assistance to vulnerable migrants.

In Cyprus, IOM Seat Agreement was ratified in Parliament in 2014 and in 2015 IOM inaugurated a fully functional office in the country. Complementing Government of the Republic of Cyprus policies, the IOM's Cyprus Office runs targeted programmes on capacity building for children, on a voluntary solidarity mechanism and on assisted voluntary return and reintegration.

Context:

The International Organization for Migration is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all and it does so by providing services and advice to governments and migrants.

IOM is in close cooperation with the Government of Cyprus will provide support on matters concerning the Humanitarian Response of the organization.

In this framework, the successful candidate has the responsibility to run the duties in question as smoothly as possible, to contribute to the sound operation of the Mission, ensuring in general quality, cost effectiveness, transparency, and compliance with both in IOM standards and regulations.

Under the overall supervision of the Regional Response Coordinator, the direct supervision of the Project Manager and in close coordination with the IOM Office in Greece, the incumbent will be responsible for the general implementation of construction activities in Cyprus.

Core Functions / Responsibilities:

1. Develop and maintain friendly, open and professional relations with local counterparts, program beneficiaries, contractors, suppliers, and other representatives of other relevant organizations as well as with central authorities.
2. Assist in the preparation of project/Structural designs, technical specifications and detailed bill of quantities including confidential cost estimation for the projects to be implemented in the area of responsibility
3. Assist in the preparation of tender documentation, including technical and administrative aspects for the projects to be implemented in the area of responsibility.
4. Monitoring and overseeing of contractors' work during implementation of projects in the area of responsibility, including revision and endorsement of building and construction diary.
5. Supervise and offer technical advice to contractors for the projects to be implemented in the area of responsibility.
6. Report timely and efficiently to Project Manager and Supervising Engineer any identified problems or issues related to project implementation in the area of responsibility, including suggest corrective measures, if needed.
7. In coordination with Project Manager and Supervising Engineer prepare progress reports, including collection and organization of data on implementation progress to donor, media or IOM.
8. Represent IOM in all meetings with relevant stakeholders in the area of responsibility and at central level, if requested.
9. Assist in the procurement process, always ensuring that IOM's procurement rules and regulation are followed.
10. In coordination with Project Manager, Supervising Engineer and Finance/Administration Unit keep a close track of expenditures of projects implemented in the area of responsibility.
11. Create and maintain a filing system (soft and hard copies) that comprises any relevant document related to the implementation of the project in the area of responsibility, including appropriate back-ups.
12. Perform logistic and administrative tasks as assigned.

Required Qualifications and Experience

Education

- Completed University Degree in Electrical and / or Mechanical Engineering with five years of relevant working experience.
- Master's degree in above-mentioned fields.

Experience and Skills

- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage;
- Strong interpersonal and communication skills in a multi-cultural setting;
- Demonstrated ability to draft and prepare clear and concise formal correspondence and project(s) reports;
- Strong organizational, facilitation, communication, writing and presentations skills;
- Excellent level of computer literacy;
- Demonstrated ability to work well under pressure and keep deadlines.

Languages

Fluency in **English** and **Greek** (written and oral) is required.

Required Competencies

IOM's competency framework can be found at this [link](#).

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

- **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.

Other:

IOM is committed to a diverse and inclusive environment.

This post is subject to local recruitment. Only those holding a valid residence and work permit for Cyprus will be eligible for consideration.

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

At the time of recruitment, all candidates must disclose any known relative or spouse who works for IOM. Candidates may also be requested to provide documentary evidence of academic degree(s), professional licenses, and proof of no criminal records as relevant to the requirements of the position advertised.

Appointment will be subject to certification that the candidate is medically fit for appointment, verification of residency, visa, and authorizations by the concerned Government, where applicable.

Vaccination against COVID-19 will be required for IOM personnel who are hired or otherwise engaged by IOM. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination.

How to apply:

Interested candidates are invited to submit their application including **a cover letter and a CV in English by email to: rliperti@iom.int**, specifying the vacancy reference number **CY2023-03** and **full name** in the subject line.

Due to the volume of applications received, IOM Cyprus Human Resources will not be able to respond to all inquiries about the application status and will only contact shortlisted candidates.

Posting period:

From: 18 January 2023 to 01 February 2023