

Call for CVs
Reference Number CY2022/12

Position Title: **Project Assistant - Engineer (Construction)**
Duty Station: **Nicosia, Cyprus**
Classification: **Ungraded position, attractive remuneration package**
Type of Appointment: **Full-time (100%), Special short-term contract with possibility of extension**
Estimated Start Date: **As soon as possible**

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.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

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 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 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, ensuring at all times that IOM's procurement rules and regulation are followed.
10. In coordination with Project Manager 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.
13. Perform such other related duties as may be assigned by the Project Manager.

Required Qualifications and Experience:

Education

- Bachelor's degree in Civil Engineering and/or Architecture or related fields from an accredited academic institution with five years of relevant professional experience; or,
- Master's degree in the above-mentioned fields with three years of relevant professional experience.

Experience

- Working experience with an International Organization or multicultural organization is an advantage.
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills

- Sound knowledge of specialized IT programmes for engineering and architecture, among others: Archicad, Autocad, InDesign, 3D Studio max and any other similar technical software that might be needed. Sound knowledge of other Microsoft software such as Excel, Power Point, Access, and other relevant programmes for reporting and presentation purposes.
- 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.
- Demonstrated ability to work well under pressure and keep deadlines.

Languages Fluency in English and Greek is required.

Required Competencies

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.

Managerial Competencies – behavioural indicators level 1

- 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 potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

Other

- Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.
- Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.
- Appointment will be subject to the provision of the relevant to the position degree(s), professional licenses and criminal record certificate & sexual exploitation and abuse certificate.

- Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their applications (CV and Cover Letter) in English, to rliperti@iom.int email address, quoting the call for CVs number CFCV **CY2022/13** in the subject of the email, by **15th January, 2023** at the latest, referring to this advertisement.

Only short-listed candidates will be contacted.

Posting Period:

From 22.12.2022 to 15.01.2023.