IOM is looking for a **Site Development Operations Assistant** according to the Terms of Reference below. Interested applicants are invited to apply by **23.03.2019** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

**OPEN TO INTERNAL AND EXTERNAL CANDIDATES**

**Reference Code:** SVN-23/2019/S - BD1  
**Position Title:** Site Development Operations Assistant  
**Duty Station:** Cox’s Bazar, Bangladesh  
**Estimated Starting Date:** As soon as possible  
**Classification:** G-5/01 (UN Salary Scale)  
**Type of Appointment:** Special Short Term (Initially 03 months; with possibility of extension)

**General Functions:**

Under the overall supervision of the Site Development/ Infrastructure Coordinator and direct supervision of the Site Development Operations Officer, the incumbent will assist the implementation of the programme, including but not limited to engineering design and construction support for new site development works; existing site enhancement works and small to medium scale community building projects.

1. Assist in the implementation of the site development projects in accordance with the instruction of the Site Development Operations Officer.
2. Carry out regular field visits to project sites to monitor construction works, and report quality and progress of site development infrastructures.
3. Assist on technical aspects of IOM construction work in the specified technical area, including site assessment/survey, bill of quantity (BoQ) calculation, technical specification, and works’ monitoring.
4. Under the technical guidance of SD Operations Officer, carry out field survey, collecting reports, maps, drawing, aerial photographs, etc. for the preparation of civil design. Monitor works and verify that works are carried out in accordance to the technical specifications and assist SD Operations Officer to resolve construction related matters with vendors, cash-for-work groups and construction contractors; notify in a timely manner of any change request pertinent.
5. Assist in monitoring work of the team in accordance to the work plan and monitor day-to-day activity progress of construction projects;
6. Coordinate works with SM team and with other SD actors within the camp.
7. Assist SD Operation Officer to identify and assess hazards and implement hazard mitigation / disaster risk reduction initiatives to promote safe living conditions in camps and ‘out of camp’ settlements in Ukhaia and Teknaf.
8. In coordination with the Site Management Operations Officer, promote community participation and ownership through liaising with beneficiary communities, supporting community engagement and ensuring that activities are implemented to reflect coverage and prioritized needs.
9. Assist SDOO to provide capacity building support to site development field support staff, technical mobilisers and cash-for-work groups.
10. Participate in reviews of vendor competency, experience and work plans and track progress of the construction against the agreed upon work plan; submit regular updates to the SD Operations Officer.
11. Under the guidance and supervision of SDOO, liaise with local government agencies (e.g Camp in Charge staff) and relevant stakeholders to coordinate project implementation. Able to travel to multiple camps as required and ‘out of camp’ settlements to support project management.
12. Perform such other duties as may be assigned.

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IOM is an equal opportunity employer and women are encouraged to apply.  
IOM Offices and vehicles have smoke-free work environment.
Education, Experience and Skills:
- Bachelor’s degree in Civil Engineering or related field plus three years relevant experience
- School diploma plus five years relevant experience
- Relevant professional experience in projects for the implementation of civil infrastructure, managing medium to large scale construction and community-based projects and working with local communities including corporations.
- Experience with International Organizations and/or NGOs an advantage
- Experience in camp rehabilitation and site development, cash-for-work beneficiaries an advantage.
- Experience in contract administration/ quantity surveying is a plus
- Experience with common engineering-related software is / Knowledge of Auto Cad, GIS and GIS programs is a plus
- Experience in local construction materials and technologies is required

Method of Application:
Candidates with the required qualifications can apply through email by mentioning the reference code SVN-23/2019/S-BD1; Site Development Operations Assistant in the subject line to: Dhakajobs@iom.int; with the following documents:

(i) Application Letter/Cover Letter
(ii) Curriculum Vitae
(iii) Personal History Form (PHF) which can be downloaded from the IOM Dhaka website: https://bangladesh.iom.int
(iv) Scan copy of Photo

APPLICATION WITHOUT PROPER REFERENCE CODE MENTIONED ABOVE WILL BE DISREGARDED

Please ensure that your application is complete with the above-mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a rule, candidates who have not properly submitted their application with required documents will be excluded from consideration.

Any attempt for persuasion will be considered as a disqualification

ONLY SHORT-LISTED CANDIDATES WILL BE CALLED FOR ASSESSMENT

Note for internal candidates:
with refer to IN233 and Clause 7.5 of IOM Recruitment Policy:

Staff members selected for a VN/SVN in his or her same category at one grade higher than his or her personal grade shall be appointed at the advertised grade. A staff member selected for a VN/SVN to a position which is two grades higher than the staff member’s current grade, will be appointed at the interim grade, and six months later at the higher grade.