

## POST DESCRIPTION

### SECTION I

#### Position Information

Position Title	Project Assistant, Shelter/NFIs and Infrastructures
Position Grade	G5
Duty Station	Kousseri, Cameroon
Durée du contrat	6 months renewable subject to finding available
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Reports directly to	Shelter and NFIs Officer
Number of Direct Reports	NA

### SECTION 2

#### Context

Founded in 1951, the IOM is the main intergovernmental organization in the field of migration and works in close collaboration with governmental, intergovernmental, and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does this by providing services and advice to governments and migrants.

The violent conflict that has been raging on for ten years in the Lake Chad Basin region (Nigeria, Niger, Chad and Cameroon) has created a social, political, security and humanitarian crisis that has continued to worsen ever since. The conflict has displaced around 2.6 million peoples, killed thousands and, above all, plunged some communities in Cameroon's Far-North into precarious and deplorable living conditions.

The humanitarian community in general and the International Organization for Migration (IOM) are implementing activities aimed at improving the daily lives of these vulnerable communities while working to provide them with emergency assistance, to make them more resilient and autonomous in their socio-economic organization but above all to contribute to the establishment of a more sustainable climate of peace and social cohesion.

As part of this support for disadvantaged communities in the Far-North in general and in the Logone et Chari department in particular, who have been victims of various crises and are also suffering the setbacks of climate change, IOM is implementing a package of projects aimed at consolidating peace, strengthening community resilience, community stabilization and emergency assistance.

The "Peace through Health: Peacebuilding and violence reduction in communities in the Far-North, through inclusive health and social interventions" aims to contribute to strengthening the socio-political and institutional conditions for effective and sustainable peace in Cameroon, using health interventions as a neutral entry point to support national entities and local communities in promoting social cohesion, dialogue on security issues, trust between communities, and towards national authorities in the Far-North region, in particular by addressing the negative impacts of armed groups in the Far-North.

The overall objective of the "Support for peaceful cohabitation between the communities of Logone Birni in the Far-North of Cameroon" project (PBF Logone Birni Project) is to contribute to the strengthening of peaceful cohabitation between the communities of Logone Birni in the Far-North, and in particular between communities that show signs of constant or increasing conflict linked to competition over natural resources and livelihoods and based on the historical and socio-political conflict context of the area. This project is being implemented jointly by 4 United Nations agencies (IOM, FAO, UNHCR, UNDP) and is part of the Humanitarian-Development-Peace Nexus approach.

The project "Supporting conflict-affected communities in Cameroon's Far-North and North-West, South-West regions to recover through resilience building and reconciliation for the humanitarian development peace nexus" is funded by the Government of Japan. In the Far-North region, the project aims to capitalize on the link between Humanitarian - Development - Peace (HDPN) support by building community resilience through community infrastructure to reduce violence. The project also aims to preserve the lives of displaced people by providing emergency shelter and AME assistance based on alerts issued by the IOM DTM team and the RRM.

The project "Lifesaving assistance to displaced populations in the Far-North region of Cameroon through Shelter/non-food items (NFI)" is funded by CERF (Central Emergency Response Fund). Its aim is to help improve the well-being and dignity of displaced populations and save lives through the distribution of emergency shelter kits, transitional shelter kits, monitoring of shelter construction and assistance with essential non-food items (NFI) in three departments of the Far-North region of Cameroon: Mayo Sava, Mayo Tsanaga and Mayo Danay.

The project "Supporting conflict-affected populations in the Far-North of Cameroon through providing reliable displacement figures/trends and timely shelter/settlements support" is funded by ECHO (European Civil Protection and Humanitarian Aid). Its aim is to support populations affected by the crisis by meeting their most urgent needs. To achieve this, IOM is working to continue to provide the humanitarian community in the Far-North with information on displacement trends and the most pressing sectoral needs of conflict-affected populations, through multi-sectoral needs assessments (MSNAs) and mobility monitoring, while continuing to produce and disseminate regular information on sudden forced displacement and the urgent needs of displaced populations to inform the humanitarian community, including rapid response mechanisms (RRMs). At the same time, IOM will strengthen the humanitarian response in the Far-North by providing assistance in shelter and non-food items to newly displaced and vulnerable households in host communities, complementing other sectoral assistance. Shelter and non-food items assistance will include emergency shelter and durable shelter according to need, as well as basic essential household items.

Under the supervision of the Head of Mission, the Head of Sub-Office and the direct supervision of the Shelter and NFI Officer based in Maroua, the successful candidate will be responsible for assisting the Project Managers in the implementation of activities involving the construction/rehabilitation of basic social infrastructure and assistance with shelter and non-food items (NFIs) for displaced people, returnees and

vulnerable indigenous people in the Far-North region of Cameroon in general and in the Logone et Chari department in particular. The Project Assistant, Shelter/NFIs and Infrastructures could be called upon to work on the following projects.

### SECTION 3

#### Tasks and responsibilities

- Support the planning and management of IOM's basic social infrastructure, shelter and NFI response in the Logone et Chari Department in the Far-North of Cameroon, which includes support for the monitoring of construction/rehabilitation works, support for needs assessments, selection of beneficiaries, distribution of kits in coordination with partners and the Shelter/NFIs Officer.
- Support the coordination, supervision, monitoring, and close control of the activities of IOM's implementing partners and suppliers in the field, including the reception of construction materials.
- Assist the drafting of activity reports, evaluation reports, distribution reports and activity timetables under the supervision and verification of the Shelter/NFIs Officer.
- Assist to mobilize the affected population to take part in planning activities, needs assessments, kit distribution, shelter construction and maintenance, PDM, and the construction and rehabilitation of basic social infrastructures.
- Support the coordination of awareness-raising activities with the affected populations before, during and after the implementation of the activities and facilitating the commitment and involvement of the communities in the response.
- Support the mainstreaming of GENDER and accountability at all levels of the implementation of activities.
- Assist the day-to-day management of the logistical, financial, and administrative aspects (including the use of daily workers) of the project in accordance with IOM guidelines.
- Support the archiving of project documents (including distribution lists, activity reports, monitoring reports, acceptance reports, etc.).
- Support the design of project documents (bills of quantities and estimates costs for works, 2D and 3D drawings, calculation notes, activities ToRs, etc.).
- Act as focal point for all meetings of the Logone et Chari Shelter/NFIs, CBI and LTP sub-working groups.
- Contribute to the development of an IOM CBI strategy in the Far-North of Cameroon.
- Contribute to the coordination of IOM's shelter/NFIs and infrastructures response with other humanitarian actors (including OCHA), HDP Nexus actors, development actors and local authorities in Logone et Chari.
- Work in coordination with the other actors in the Shelter/NFIs sub-sector and the Logone et Chari inter-sector, to organize joint assessments, coordinated responses and the updating of standard operating procedure documents and sector guidelines.
- In coordination with the sub-sector Shelter/NFIs working group in Kousséri, provide technical support to key partners in the field (including local partners, civil society, local government partners, etc.).
- Work with other IOM units (DTM, MHPSS, Wash, DDDR, Logistics, Finance) to coordinate the response in terms of infrastructures, shelter/NFIs and capitalize on achievements.
- Support compliance with quality standards and activities in line with management guidelines and project indicators.
- With the advice of the supervisor, liaise with relevant stakeholders, such as government actors, UN agencies, NGOs, and civil society, in connection with the activities of the various projects, including providing logistical and admin assistance in technical meetings.

- Accompany the Shelter Officer/NFIs, the Head of the Kousseri sub-office, donors and/or other interested visitors to project sites, providing information on progress and the general context.
- Respect humanitarian principles and IOM guidelines and standards, particularly regarding the prevention of sexual abuse and exploitation.
- Carry out any other necessary tasks assigned.

## SECTION 4

### Qualifications and experience required.

#### EDUCATION

- University or Bachelor's degree from an accredited institution in Civil Engineering, Architecture, Public works or other related fields with three years' relevant professional experience in humanitarian and/or development work, or
- High School diploma with five years of relevant professional experience in humanitarian and/or development work

#### EXPERIENCE

- At least two years' professional experience in supervising construction work on community infrastructure, shelters / NFIs, preferably in the Far-North region.
- Professional experience in the humanitarian, Nexus or development sector with UN agencies or NGOs.
- Involved for at least 02 years in humanitarian and development operations in the field, working with displaced and returnee populations.
- Experience in supply chain management, warehousing, and logistics.
- Excellent knowledge of the cultural, geographical, and socio-economic landscape acquired through previous professional experience in the region in general and in Logone et Chari in particular.
- Experience in reporting, planning, developing evaluation tools and monitoring activities.
- Good command of AutoCAD and ArchiCAD drawing and modelling tools.
- Experience in using IT tools (MS Office).
- Desirable experience in monitoring and controlling hydraulic works (PMH, AEP).
- Desired experience in implementing activities using the CBI approach and the labour-based method.

#### SKILLS

- In-depth knowledge of the wide range of immigration policies and regulations.
- Knowledge of United Nations programmes and bilateral donors.
- Knowledge of financial, administrative, and human resources rules and regulations.

## SECTION 5

### Languages

#### REQUIRED

- Fluency in French is required and fluency in English is appreciated.

#### DESIRABLE

- A working knowledge of local languages (Choi Arabic and Fulfulde) is an advantage.

## SECTION 6

### Competencies

The candidate should demonstrate the following values and skills:

**VALEURS** – All IOM members must respect and demonstrate these five principles:

- **Inclusion and respect for diversity:** Respects and promotes differences; encourages diversity and inclusion wherever possible.
- **Integrity and transparency:** Maintain high ethical standards and acts in a manner consistent with the organization's principles/rules and standards of conduct.
- **Professionalism:** Demonstrates the ability to work in a calm, competent and committed manner and exercises prudent judgement in meeting day-to-day challenges.
- **Courage:** Demonstrates willingness to take a stand on important issues.
- **Empathy:** Demonstrates compassion for others, making people feel safe, respected, and treated fairly.

**ESSENTIAL SKILLS** – Behaviour indicators – Level I

- **Teamwork:** Develops and promotes effective collaboration within and across units to achieve common 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 results.
- **Managing and sharing knowledge:** Continuously seeks to learn, share knowledge, and innovate.
- **Accountability:** Takes ownership of the achievement of organizational priorities and assumes responsibility for own actions and delegated work.
- **Communication:** Encourages and contributes to clear and open communication; explains complex issues in an informative, inspiring, and motivating way.

## SECTION 7

### How to apply?

Interested candidates should send their file including CV and cover letter to the attention of the IOM Cameroon Chief of Mission to [IOMCameroonApplication@iom.int](mailto:IOMCameroonApplication@iom.int) before 8<sup>th</sup> December 2023 with the subject line: " **Project Assistant, Shelter/NFIs and Infrastructures – G5** ".

Only shortlisted candidates will be contacted to take a written test prior to a final interview. Please note that:

- Commitment is subject to confirmation of funding.
- Recruitment is subject to obtaining a medical certificate and obtaining a residence and security permit.