WatHab Generalist Project Officer

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Phone :
Web :

Job Summary

Vacancy :
Deadline : Oct 21, 2025
Published : Oct 14, 2025
Employment Status : Full Time
Experience : Any
Salary : According to the ICRC Organization's salary Scale
Gender : Male
Career Level : Any
Qualification :

Job Description

About The International Committee of the Red Cross (ICRC):
The International Committee of the Red Cross (ICRC) works worldwide to provide protection and humanitarian assistance to people affected by conflict and armed violence. We take action in response to emergencies and, at the same time, promote respect for international humanitarian law. We are an independent and neutral organization, and our mandate stems essentially from the Geneva Conventions of 1949. We work closely with National Red Cross and Red Crescent Societies and with their International Federation in order to ensure a concerted, rational and rapid humanitarian response to the needs of the victims of armed conflict or any other situation of internal violence. We direct and coordinate the international activities conducted in these situations.
Our values
At the ICRC, we value impact, collaboration, respect, and compassion. We seek candidates who demonstrate behaviors based on these shared values. For more information on the ICRC values, please visit this page.
Job Description:
The purpose of a project manager is to plan, organize and control activities as well as to manage risks and stakeholders so that projects are completed as successfully as possible.
Construction & Maintenance activities in places of detention, health facilities, ICRC Premises (90%).
Hygiene activities in places of detention (10%).
ACCOUNTABILITIES AND RESPONSIBILITIES
Project Assessment
Organizes Assessments and field trips.
Performs projects risks and stakeholder analysis.
Formalizes findings and recommendations, and suggest possible answers to the priority needs.
Project Planning
Develops project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility.
Develops a detailed project timeline and budget to track progress.
Project Procurement
Elaborates a procurement strategy in close coordination with support departments.
Prepares procurement documents.
Project Implementation
Ensures that projects are delivered on-time, within scope and within budget.
Coordinates with the contractor/s and the program manager for the payment process.
Registers expenses in the AFC budget follow up.
Contributes to the expenses forecast on a monthly basis.
Implements and manages changes and modifications to ensure project objectives are achieved and stakeholders satisfied.
Evaluation
Provides constructive criticism on project strength and weaknesses.
Ensures program and project level “lessons learned” activities are conducted with a focus on continuous service improvements within the team.
Project Documents
Creates comprehensive project documentation according to internal rules and standards.
Reporting
Creates or contributes to the following operational reports or reporting systems:
Field trip
Assessments
Monitoring
Monthly Operational reports
Quarterly Financial Report
PAM Project Creation
Project status review meetings on a weekly basis
PAM completion and follow-up on a weekly basis
Team Management
Contributes to the creation of a collaborative relationship among executive managers (”approvers”) and portfolio stakeholders and enables project pipeline planning decisions.
Job Requirements:
University degree in civil, structural, electrical, mechanical, water engineering or similar.
Project Management degree is a plus.
Extensive knowledge of engineering standards (Water supply, Steam supply, Drainage and Sewage systems, Electrical systems, HVAC, etc.)
Proven Experience in project design, planning and management.
Excellent command (spoken and written) of local language(s).
Excellent command (spoken and written) of English.
Very good computer skills including AutoCAD, MS project, spreadsheets, etc.
Very good analytical & Communication skills.
Team leadership and engineering site management skills.
Submission Guideline:
Please register your application with clicking on following link for our online recruitment portal.
Online registration link: https://careers.icrc.org/job-invite/30202/
Complete files matching with the profile will be considered and only short-listed candidates will be contacted.
“The ICRC values diversity and is committed to create an inclusive working environment. We welcome applications from all qualified candidates. Female applicants are encouraged to apply.
CVs received will be subject to the rules of the Data Protection of the ICRC (Data Controller) and will only be used for the purpose they were sent for and will not be kept after the end of the process or shared with third parties without consent of the sender.
https://www.icrc.org/en/publication/4261-icrc-rules-on-personal-data-protection#
Important Notice:
The ICRC recently noticed that a number of individuals and online pages are offering fake services in the name of the organization in return for money. Please note that all ICRC services are completely free of charge and at no point the organization or its staff would ask for money be it during its recruitment process or any other services in the country. Please remain cautious and avoid sharing your personal information through online links. We thank you in advance for your understanding.
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Submission Email:
https://careers.icrc.org/job-invite/30202/

Education & Experience

3-5 years' professional experience in a similar field. Previous experience in managing a team. Minimum 2 years' experience working for the ICRC WatHab department

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Educational Requirements

Compensation & Other Benefits