

## Site Planner

### General description

The Site Planner undertakes contingency planning and identifies potential suitable camp sites in coordination with the relevant UN offices. Additionally the Site Planner advises on designs and absorption capacity of camp plans taking the needs of the affected population into consideration. Technical engineering expertise, good reporting skills, knowledge of procurement and understanding of needs of vulnerable beneficiaries are all required skills.

Site Planners will primarily, but not exclusively, be deployed to UNHCR and IOM.

### Examples of duties and responsibilities

- Provide specialised shelter and settlement support to ensure technical integrity while providing emergency assistance to population of concern.
- Conduct studies on feasible options for identified adequate refugee/IDP sites in close cooperation with local authorities, at the relevant governmental levels and relevant implementing partners.
- Develop, in close coordination with implementing partners and other concerned parties, site plans and their implementation modalities, including construction of communal infrastructures, taking into account overall needs of target groups, their cultural preferences and the concerns of the local communities.
- Ensure that basic technical criteria of land availability/property, accessibility, security, topography, water resources, absorption capacity, and adequate terrain for proper sanitation facilities are taken into consideration while selecting potential refugee sites.
- Ensure that factors such as national reserves, migration corridor, and flooding, possible conflict with local population (grazing land) have been taken into consideration during the site planning.
- Review and evaluate offers for construction works, and ensure priority is given to local construction companies and usage of local materials, taking protection of the environment into account.
- Advise on matters of procurement of sector-related materials or equipment. This includes aiding in the development of bid documents with inputs on, among other things, technical issues and quantity.
- Coordinate the identification of potential needs related to shelter and NFI with the affected population, local authorities and ant other relevant partners.
- Deliver consolidated reports on construction related activities in already established and new sites.

### Required qualifications

- Professional technical experience matching the above-mentioned duties and responsibilities.
- A minimum of 3 years international humanitarian field experience.
- Relevant educational background and knowledge of the UN.
- Knowledge and understanding of the complexity related to refugee and IDP situations.
- Proficiency in one (preferable two) languages. English is obligatory, while French or Arabic is an advantage.