



**From
the People of Japan**



International Organization for Migration (IOM)
The UN Migration Agency

Return of Qualified Afghans Programme **TERMS OF REFERENCE**

I. POSITION INFORMATION	
Position title:	HISTORIC BUILDINGS INSPECTOR OR CONSERVATION OFFICER
Host Institution:	MINISTRY OF URBAN DEVELOPMENT AND HOUSING
City:	Kabul
Position number:	3 positions
Organizational unit:	HISTORIC BUILDINGS PROJECT
Reporting directly to:	MR. FARHAD BAYAT
Overall supervision by:	MR. FARHAD BAYAT
Managerial responsibility:	YES
Directly reporting staff:	YES

II. ORGANIZATIONAL CONTEXT AND SCOPE
Under the direct supervision of MR. FARHAD BAYAT, and the overall supervision of MR. FARHAD BAYAT, the candidate will be primarily responsible for HISTORIC BUILDINGS INSPECTOR OR CONSERVATION OFFICER

III. RESPONSIBILITIES AND ACCOUNTABILITIES
<p><u>Main duties and responsibilities:</u></p> <ul style="list-style-type: none"> • Sites visit, assessment, inspect and survey historical sites and buildings • Assess and recommend buildings and areas for conservation and produce area appraisals and schedules of work • Represent conservation issues to planning and development policymakers both locally and nationally • Advise on planning applications and guide new developments that affect the repair or alteration of historic buildings, areas and sites • Get involved in regeneration projects that have heritage, community, economic and environmental benefits • Work alongside heritage and conservation groups, as well as local and national government agencies to develop policies and strategies on building conservation • Canvass public opinion and deal with public enquiries, providing information as required • Provide advice and consultation to residents, landowners, councils and other bodies, which can be in the form of formal reports, writing leaflets, arranging displays and giving talks • Plan and supervise long-term environmental projects



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- Give advice and prepare reports as required on the condition, future prospect and potential of sites or buildings
- Estimate restoration and conservation costs
- Find suppliers and craftspeople who have the skills and materials required to carry out work in keeping with the age of the building
- Source and apply for grants to help fund conservation work
- Ensure that all work complies with internationally accepted conservation standards and national legislation and policy, including health and safety guidelines
- Assist with enforcement action to protect threatened buildings or conservation areas.
- Confidence working with measurements and budget calculations
- An eye for design, the ability to sketch designs and plans and an understanding of technical

IV. COMPETENCIES

The incumbent is expected to demonstrate the following technical and behavioural competencies:

Behavioural

- Accountability**
- Accepts and gives constructive criticism
 - Follows all relevant procedures, processes, and policies
 - Meets deadline, cost, and quality requirements for outputs
 - Monitors own work to correct errors
 - Takes responsibility for meeting commitments and for any shortcomings
- Client Orientation**
- Identifies the immediate and peripheral clients of own work
 - Establishes and maintains effective working relationships with clients
 - Identifies and monitors changes in the needs of clients
- Continuous Learning**
- Contributes to colleagues' learning
 - Demonstrates interest in improving relevant skills
 - Demonstrates interest in acquiring skills relevant to other functional areas
 - Keeps abreast of developments in own professional area
- Communication**
- Actively shares relevant information
 - Clearly communicates, and listens to feedback on, changing priorities and procedures
 - Writes clearly and effectively, adapting wording and style to the intended audience
 - Listens effectively and communicates clearly, adapting delivery to the



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audience

Creativity and Initiative

- Proactively develops new ways to resolve problems

Leadership and Negotiation

- Convinces others to share resources
- Presents goals as shared interests

Performance Management

- Provides constructive feedback to colleagues
- Provides fair, accurate, timely, and constructive staff evaluations

Planning and Organizing

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans

Professionalism

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity

Teamwork

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

Technological Awareness

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work

Technical (*specific to the job family*)



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- The technical requirements are to be a field engineer specializing in architecture.

V. EDUCATION AND EXPERIENCE *(specific to the category and (expected) level of the position)*

- A Completed university degree in Master’s or PhD in Engineering / Architecture
- Minimum one years of relevant work experience with demonstrable successes
- Excellent verbal and written communication skills in Dari/Pashto

VI. LANGUAGES

Required	
<ul style="list-style-type: none"> ▪ Dari ▪ Pashto ▪ English 	Fluent Fluent Medium