



Organization or Agency: **International Organization for Migration (IOM)**  
Position Title: **Senior Compliance Assistant – PVE Grants**  
Organizational Unit: **Peacebuilding and Stabilization division**  
Duty Station: **Erbil - Iraq**  
Type of Contract: **Sub-Contract to Stars Orbit**  
Grade: **Equivalent to G7**  
Duration of Appointment: **Three (3) months, with possibility of extension subject to satisfactory performance and funding availability**  
Closing Date: **14<sup>th</sup> March 2023**  
Reference Code: **CFA2023/IRQ/046**

*IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged, as well as the internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, the internal candidates are considered as first-tier candidates.*

#### Context/ Reporting Line:

IOM Iraq's PVE programme aims at analyzing and addressing underlying drivers, motivations and vulnerabilities to violent extremism that may arise in context of marginalization, exclusion, human rights violations, social isolation, exposure to radical ideologies, and lack of livelihood opportunities. To address these factors, IOM relies on its institutional strengths as building blocks for its efforts to address local conditions that are conducive to violent extremism. Working at the institutional, community and individual levels, IOM Iraq supports a whole-of society approach to understanding and addressing underlying vulnerabilities and building community and individual resiliency.

IOM Iraq has established the Wasl Civil Society Fund in the spring of 2022 to complement its prevention of violent extremism (PVE) portfolio. The Wasl Civil Society Fund provides small grants to selected civil society organizations (CSOs) throughout Iraq that work on localized, context-specific projects that contribute to the prevention of violent extremism in their communities. The targeted communities are aligned with the Plans of Action to ensure synergies between the different components of IOM Iraq's PVE portfolio. Specifically, the Fund targets South Mosul (Shoura, Hammam Alil, Qayyara sub-districts), West Mosul (Mosul district center, Mahalabia sub districts), Tel Afar District (Ninewa), Fallujah District (Anbar), Zubair District (Basra), Hawijah District (Kirkuk), and Halabja (KRI).

Under the general guidance of the Head, Peacebuilding and Stabilization Division, the overall supervision of the Programme Manager (PVE) and the direct supervision of the Project Officer (PVE Civil Society Fund), the successful incumbent will assume the role of Senior Compliance Assistant to support IOM's Wasl Civil Society Fund in the provision of small grants to civil society organizations that work on addressing drivers of instability and violent extremism.

#### Core Functions / Responsibilities

1. Act as the primary focal point within the PVE programme for all issues relating to compliance of all implementing partnerships and service providers contracted under the Prevention of Violent Extremism programme.

2. Contribute to the development and roll-out of internal Standard Operating Procedures to promote adherence to relevant compliance procedures for all phases of the project cycle for implementing partnerships.
3. Conduct due diligence assessments for prospective partner organizations in coordination with relevant stakeholders in IOM Iraq.
4. Coordinate with all relevant internal stakeholders, including finance, compliance, procurement and logistics throughout the project cycle, including the review of budgets, financial reports, transaction lists and requests for payment.
5. Participate in field visits to current and prospective implementing partners as part of capacity assessments and project monitoring visits.
6. Conduct due diligence assessments for prospective partner organizations in coordination with relevant stakeholders in IOM Iraq.
7. Develop tools and systems to keep track of all past and ongoing partnerships, promote improved knowledge management and archiving practices in the PVE programme and contribute to improved information sharing on current and future IP agreements across units within IOM Iraq.
8. Lead the preparation of project implementation agreements and coordinate the endorsement and signature processes for all agreements.
9. In coordination with the other Senior Programme Assistants, support the organization of targeted capacity building events for grantees of the Wasl Civil Society Fund.
10. In coordination with the other Senior Programme Assistants, promote cross-country knowledge sharing and the dissemination of relevant technical materials across locations and partners.
11. In coordination with the Project Officer (Civil Society Fund), support on developing and rolling out Monitoring, Evaluation, Accountability and Learning (MEAL) tools to identify and disseminate best practices on locally-led PVE projects.
12. Perform other duties and travels as assigned by the direct supervisor.

## **Required Qualifications**

### ***Education:***

- Bachelor's degree in International Relations, Development studies, Social Sciences, Business Management, Public Administration, or any related field from an accredited academic university or institute.

### ***Experience and Skills:***

- At least 5 years of relevant work experience.
- Previous experience working in grants management is an advantage.
- Previous experience working in (inter)national non-governmental organizations is an advantage.
- Experience in communicating and working with a wide range of people including people of culturally diverse backgrounds.
- Excellent write and reporting skills.
- Excellent facilitation and liaison skills

### ***Languages:***

- Fluency in English, Kurdish and Arabic is required.

### ***Behavioral Competencies***

- Work prioritization and ability to multitask.
- Shares knowledge and experience.
- Positive, constructive attitude.
- Ability to work and act under pressure with discretion in politically sensitive environment with a minimum of comfort.
- Responds positively to critical feedback and differing points of view.
- Ready to work independently, under tight deadlines.

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Ability to work in a multi-cultural team environment with a positive attitude.
- Highest standards of integrity, discretion, and loyalty.
- Strives for supportive working environment and positive working relationship.
- Creates a respectful office environment free of harassment, retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA).

***IOM IN/234 - Policy and Procedures for Preventing and Responding to Sexual Exploitation and Abuse***

*IOM has a policy of zero tolerance of sexual exploitation and abuse (SEA) by IOM staff members and the employees or any other persons engaged and controlled by IOM Contractors. The staff members and all contract type holders shall protect against and prevent sexual exploitation and abuse (PSEA).*

**How to apply:**

**While this vacancy is open to both Internals and Externals, priority shall be given to qualified Internal applicants.**

Interested candidates are invited to submit their applications via this link:

<https://jobs.my-soc.org/apply/20230228091327/STQECsYwvaXn78K6lezDcG3gy>

In order for an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

**Posting period:**

From: 28<sup>th</sup> February 2023 to 14<sup>th</sup> March 2023