



Organization or Agency: **International Organization for Migration (IOM)**  
Position Title: **Project Assistant**  
Organizational Unit: **Peacebuilding Stabilization Division**  
Duty Station: **Baghdad- Iraq**  
Type of Contract: **Sub-Contract to Stars Orbit Consultants and Management Development**  
Grade: **Equivalent to G4**  
Duration of Appointment: **Three (3) months, with possibility of extension subject to satisfactory performance and funds availability**  
Closing Date: **22<sup>nd</sup> September 2023**  
Reference Code: **CFA2023/IRQ/222**

*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:**

Under General guidance of the Head, Peacebuilding and Stabilization Division, the overall supervision of the Programme Officer (Technical Corporation), and the direct supervision of the Senior Project Assistant, the successful incumbent will coordinate at the field level the implementation and monitoring of IOM Community Policing programme in an allocated geographic area.

### **Core Functions / Responsibilities**

1. Visit target communities to administer surveys, key informant interviews, and focus group discussions, in support of the assessment of community perceptions of security and the security services; undertake regular consultation with concerned stakeholders to understand communities' security concerns/priorities.
2. Support the Senior Project Assistant in preparation of events such as training, workshops, seminars, and collecting all required information to assess M&E unit in the evaluation process.
3. Facilitate and monitor local-level activities, including training courses, awareness raising sessions and Community Policing For a.
4. In coordination with Heads of Satellite Office (HoSOs) and Management, liaise with relevant local stakeholders, including the Iraqi Police and provincial council members.
5. Assist in the organization of field visits/outreach activities; provide interpretation during meetings when requested.
6. Monitor and notify the program Manager, and the Senior Project staff of all potential/emerging risks associated with the project.
7. Seek views from communities on how to improve the performance of the project and promote greater local ownership.
8. Undertake duty travel as required.
9. Perform such other duties as may be assigned.

### **Required Qualifications**

#### **Education:**

- Bachelor's degree in social sciences, economics, business management from an accredited academic university or institute with 2 years of relevant professional experience or,

- Highschool diploma degree with 4 years of relevant professional experience.

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

- Ability to work harmoniously with colleagues from varied cultures and professional backgrounds.
- Personal commitment, efficiency, flexibility, and drive for results.
- Strong computer background including experience with relational database and Microsoft applications such as Excel, PowerPoint, Word, and Outlook.
- Works effectively in high-pressure, rapidly changing environments.
- Coordinates actions with emergency response actors and makes use of coordination structures.
- Support adequate levels of information sharing between internal units, cluster partners, IOM and other emergency response actors.

### ***Languages:***

- Fluency in English 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/20230913071735/IlymTMqUXKPX7dWv3eCBZb0jk>

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: 13 September 2023 to 22 September 2023