



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **National Program Officer**
Organizational Unit: **Migration Health Division**
Duty Station: **Dohuk - Iraq**
Type of Contract: **Sub-Contract to Stars Orbit Consultants and Management Development**
Grade: **Equivalent to NOA**
Duration of Appointment: **Six (6) months, with possibility of extension subject to satisfactory performance and funds availability**
Closing Date: **14 December 2023**
Reference Code: **CFA2023/IRQ/289**

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 the overall supervision of the Senior Migration Health Coordinator, the administrative supervision of the Head of Sub Officer (HoSO) and the direct supervisor of the Migration Health Coordinator in close coordination with the National Project Officer, the successful candidate will be responsible and accountable for the implementation of IOM's health programs in the assigned governorate.

Core Functions / Responsibilities

Technical

1. Participate in the development of the governorate-level work plans, including procurement plans, HR plans, and capacity building plans, in line with IOM and different donors' regulations.
2. Coordinate and participate in the implementation of health project(s) within assigned geographic area.
3. Ensure that assessments and regular monitoring is conducted both against project objectives while ensuring the quality of the activities/interventions.
4. Coordinate beneficiary participation and accountability in IOM health programming in the designated geographic area.
5. Oversee the process of data collection, management, and dissemination to meet the requirements and ensure accurate and timely reporting of activities in coordination with the information management team.
6. Coordinates with the operations team to ensure adequate levels of medical commodities and program supplies are maintained at all times.
7. Conduct rapid assessments to determine health needs in various new locations for potential new programming.
8. Conduct weekly visits to program site locations to oversee daily activities and ensure all activities are carried out as per clinic/activity guidelines and ensure IOM and DOH standards are consistently met.
9. Provide weekly activity reports highlighting achievements, challenges, and key follow-up actions.
10. Communicates regularly and transparently with the Field Coordinator and the Technical coordinator to solve issues and create solutions on the field which are localized and contextually specific.
11. Provide concrete recommendations on improving the quality of IOM's interventions ensuring that they are responsive to the needs and that quality assurance is mainstreamed across all activities.

12. Build the capacities of partner DOH to support the transition and handover of services at the end of projects ensuring sustainable quality service delivery.

Staff Management

1. Guide and supervise the assigned health team including recruitment, day-to-day management, development and training, appraisals, etc. for MHU program staff in assigned governorate.
2. Carry out regular monitoring of health activities and supported facilities.
3. Lead and facilitate weekly team meetings with the assigned health team, reviewing team and individual objectives, ensuring team members are kept informed of issues relevant to their work.
4. Promote an environment of transparency, trust, and team building. Encouraging staff to share challenges and concerns and facilitate problem solving as a team.

Financial Management

1. Ensure that any activity within AoR is carried out in line with IOM and donor procedures and all paperwork is completed accurately and in a timely manner.
2. Participate in development of budget forecasting plans and maintain internal record of all project expenditures including tracking of submitted purchase requests.

Communication and Coordination

1. Participate in relevant local level coordination meetings involving local authorities, DOH, UN agencies and NGOs.
2. Coordinates with local officials or authorities as the sole focal point and coordinates bi-weekly meetings with DoH.
3. Coordinate with different health services providers at field level to ensure coordinated service provision and to avoid service duplication or overlap.
4. Coordinate donor field visits and third-party monitoring activities at the designated governorates.
5. Coordinate with IOM PI unit at the field level to capture and portray different MHU activities.

Staff Safety and Security

1. Report any security incidents or concerns to the Security Focal Point in the field, and any issues regarding workplace practices to the Field Coordinator.
2. Promote the health and security of the health team by ensuring the application of security guidelines, health and safety in the workplace and healthy living conditions and practices.
3. Works with the health team to ensure appropriate work/life balance, promoting mental health in the workplace.

Required Qualifications

Education:

- Master's degree in medicine, nursing, midwifery, public health, or any related field from an accredited academic institution.
- University degree in the above fields or related field from an accredited academic institution with 2 years of relevant professional experience.

Experience and Skills:

- Relevant experience with national or sub-national community support programs.
- Experience in community health, health promotion, community-based surveillance or related activities is required.
- Strong technical knowledge and proven experience in training and capacity building on health topics
- Strong negotiation, networking, and interpersonal skills.
- Demonstrated strong interpersonal skills and respect for all people. Ability to work in a multicultural context as a flexible and respectful team manager and team player.

- Ability to compile and analyze data to prepare weekly reports, review data for inaccuracies/inconsistencies, and draw conclusions from analyzed data to inform program activities.
- Management skills and ability to supervise group of people and follow up with team members on a regular basis based on a set of objectives.
- Experience with international non-governmental organizations or UN agencies is required.
- Experience working in/near assigned geographic location is preferable.

Languages:

- Fluency in English, Kurdish, and Arabic.
- Any other languages are an advantage.

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 a 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, religious, racial, national 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 a 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/20231204152836/DFxzkNOeqLbt2aApQPG1ZrWSo>

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: From: 4 December 2023 to 14 December 2023