



Organization or Agency: **International Organization for Migration (IOM)**  
Position Title: **Project Assistant (Rapid Assessment and Response Team Assistant) (2 Positions)**  
Organizational Unit: **Transition and Recovery Division-DTM**  
Duty Station: **Suly - Iraq**  
Type of Contract: **Sub-Contracted to Stars Orbit Consultants and Management Development/ Part time**  
Grade: **Ungraded**  
Duration of Appointment: **Three (3) months, with possibility of extension subject to satisfactory performance and funds availability**  
Closing Date: **15 August 2024**  
Reference Code: **CFA2024/IRQ/180**

***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 general guidance of the Programme Coordinator (DTM), the overall supervision National Operations Officer, the administrative supervision of the Head of Sub Office (HoSO) and the direct supervision of the Rapid Assessment and Response Team Leader, the incumbent will perform the following duties:

## Core Functions / Responsibilities

1. Visit IDPs and returnee communities and gather accurate information on their number, location, background, and other basic data as requested.
2. Visit IOM project beneficiaries and gather information needed for project monitoring and evaluation.
3. Collect the information on humanitarian needs through close coordination with counterparts and returnee community leaders.
4. Travel to data collection sites when necessary and ensure compliance with security protocols of IOM.
5. Prepares material, working papers and tables for monthly reports and submit to Team Leader.
6. Keep DTM/PRU abreast of evolving returnee movements, trends and dynamics.
7. Report to direct supervisor on implementation status, including the progress, irregularities and shortfalls
8. Respect assessment deadlines ensure the accuracy of the survey data submitted, as well as integrity and protection of data as per DTM guidelines and IOM's Data Protection Manual.
9. Perform any other duties assigned by superiors.

## Required Qualifications

### Education:

- Bachelor's degree from an accredited academic university or institution with 2 years of relevant professional experience, or:
- Completed highschool diploma degree with 4 years of relevant professional experience.

## *Experience and Skills*

- Work experience in data collection activities or program implementation.
- Familiarity with assessments, particularly quantitative and qualitative data collection practices.
- Good writing, communication and negotiation skills.
- Personal commitment, efficiency, flexibility, drive for results; capacity to work effectively and harmoniously within a team of colleagues from varied cultures and professional backgrounds.

## *Languages:*

- Fluency in Kurdish, English and Arabic is required.

## *Competencies*

■ The incumbent is expected to demonstrate the following values and competencies:

**VALUES** - All IOM staff members must abide by and demonstrate these five values:

**Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

**Integrity and transparency:** Maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.

**Professionalism:** Demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

**Courage:** Demonstrates willingness to take a stand on issues of importance.

**Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

**CORE COMPETENCIES** - Behavioural indicators – Choose a level.

**Teamwork:** Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

**Delivering results:** Produces and delivers quality results in a service-oriented and timely manner. Is action oriented and committed to achieving agreed outcomes.

**Managing and sharing knowledge:** Continuously seeks to learn, share knowledge and innovate.

**Accountability:** Takes ownership for achieving the Organization's priorities and assumes responsibility for own actions and delegated work.

**Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

### ***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:**

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

<https://jobs.my-soc.org/apply/20240805175918/kvTY7QJlq16ZjO2pERwMerctF>

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: 5 August 2024 to 15 August 2024