



Organization or Agency: **International Organization for Migration (IOM)**  
Position Title: **Disability and Inclusion Assistant**  
Organizational Unit: **Protection Division**  
Duty Station: **Erbil- Iraq**  
Type of Contract: **Sub- Contracted to Stars Orbit Consultants and Management Development/ Hourly**  
Grade: **Ungraded**  
Duration of Appointment: **Two (2) months**  
Closing Date: **24 November 2024**  
Reference Code: **CFA2024/IRQ/251**

*IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates and candidates with disabilities 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:

In the framework of supporting IOM Iraq' Protection Division, the Disability and Inclusion Assistant will focus on providing necessary reasonable accommodation and support to the Diversity and Inclusion Associate Officer.

Under the overall supervision of the Head, Protection Division and the direct supervision of the Diversity and Inclusion Associate Officer, the Disability and Inclusion Assistant will be responsible for the following duties:

### Core Functions / Responsibilities

1. Assist in day-to-day tasks, supporting the DI Associate Officer.
2. Assist in orienting the DI Associate Officer to and from work/residential and other physical environments as needed.
3. Assist in orientation around preparing meetings and training.
4. Provide the necessary support related to movement arrangements and field trips.
5. Assist in the orientation of the DI Associate Officer to digital portals/websites.
6. Liaison with administrative tasks related to housing, transportation and documentation.

### Required Qualifications

#### Education

- Bachelor's degree in any related field from an accredited academic university or institute, or;
- Completed High school degree from an accredited academic institute with 2 years of relevant professional experience.

#### Experience

- Previous experience in interacting with people with visual impairments (preferred).
- Previous experiences working in the humanitarian sector (preferred).
- Good knowledge of internet and digital tools.

### **Languages:**

- Fluency in English, Kurdish and Arabic is required.

### **Behavioral Competencies**

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

**VALUES** - All SOC 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** - Behavioral indicators – Level 1

**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:**

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

**Candidates with disabilities are strongly encouraged to apply.**

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

<https://jobs.my-soc.org/apply/20241114161104/YmteXsjWwl6Z5q8QACJH9FdrE>

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: 14 November 2024 to: 24 November 2024