



IOM International Organization for Migration

### Open to Internal and External Candidates

Position Title : **Protection Assistant (MEAL & IM)**  
Organizational Unit : **Protection Division**  
Duty Station : **Erbil – Iraq**  
Classification : **General Service Staff, Grade G5**  
Type of Appointment : **Special Short Term contract (SST)**  
Duration of Appointment : **Six (6) months with possibility of extension**  
Closing Date : **18<sup>th</sup> December, 2024**  
Reference Code : **SVN2024/IRQ/265**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

*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, internal candidates are considered as first-tier candidates.*

#### **Context:**

Under the general guidance of the Protection Division and the overall supervision of the Protection Officer (Reporting & MEAL) and the direct supervision of the Senior IM Assistant (Protection Division), the successful incumbent will perform the following duties:

#### **Core Functions / Responsibilities:**

1. Support data reporting and analysis with the Senior Information Management Assistant and other colleagues as needed.
2. Support in preparing analytical tools, statistics and reports on protection activities and data.
3. Assist in the development and standardization of forms and templates (reports, surveys, profiles, feedback, and monitoring forms).
4. Perform quality assurance of data through close coordination with the field teams.
5. Support the development of the division M&E plan and its effective and efficient implementation.
6. Assist in development and implementation of M&E tools according to project log frame and verifying quality assurance of field data (completeness, reliability, validity, timeliness, and integrity).
7. Assist in developing referral tools and pathways for humanitarian and governmental services across Iraq.

8. Update and maintain service mapping while maintaining contact with service providers across Iraq.
9. Follow up on the quality of the referrals in close coordination with field teams.
10. Regularly analyze and report any obstacles in accountability mechanisms, feasible solutions, concerns, and generate comprehensive lessons learnt to improve both the beneficiaries' environment and the Protection teams' procedures and practices.
11. Assist in preparing reports and other Protection products, including data visualizations and other data communication tools.
12. Coordinate with the mission MEAL unit in ensuring M&E requirements are planned for and conducted including the development of M&E tools according to project logframes and sending mission requirements;
13. Maintain, coordinate, and regularly update CFM requests relating to migrant protection portfolio, specifically on returnees qualifying for AVRR and requests from TiP
14. Monitor the functionality of the Protection SharePoint and coordinate IT support as needed.
15. Travel on duty, based on the needs of the programme.
16. Perform other required duties assigned by direct supervisor and functional supervisor.

## **Qualifications;**

### **Education**

- University degree in a information technology, computer science or related filed from accredited academic institution with 3 years of relevant professional experience
- Completed High School degree from accredited academic institution with 5 years relevant professional experience.

### **Experience**

- Experience working with excel, preferably advanced skills in excel, PowerPoint, kobo toolbox, ODK and report writing.
- Experience in data collection and analysis and data quality check.
- Experience in communicating and working with a wide range of actors, including people of culturally. diverse backgrounds, government and authorities, humanitarian actors (UN agencies and NGOs).
- Experience working in development or humanitarian programming (specifically in International or National NGO/UN) is an asset.
- Computer literacy (Microsoft Word and Excel) (required).
- Reliable, efficient, high level of professionalism, and organizational skills.
- Good analytical skills for financial data, strong sense of details and accuracy.

### **Skills**

- Good computer skills (MS Office, Internet).

### **Languages**

- Fluency in English, Kurdish and Arabic are required;
- Any other language is an advantage.

### **Required Competencies**

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

#### **Values**

- Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain 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.

#### **Core Competencies** – behavioural 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 action 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).*

#### **Others**

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

#### **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 a link:

<https://iraqdatacenter.iom.int/Vacancy/Apply/SVN2024IRQ265>

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

#### **Posting period:**

From 04.12.2024 to 18.12.2024