



IOM International Organization for Migration

Open to Internal and External Candidates

Position Title	: Senior Project Assistant
Organizational Unit	: Peacebuilding and Stabilization Division (PSD)
Duty Station	: Erbil - Iraq
Classification	: General Service Staff, Grade G7
Type of Appointment	: Special Short Term contract (SST)
Duration of Appointment	: Six (6) months with possibility of extension
Closing Date	: 18 th December 2024
Reference Code	: SVN2024/IRQ/264

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 Head of the Peacebuilding and Stabilization Division, and the direct supervision of the Programme Officer (Technical Cooperation), the Senior Project Assistant will bear responsibility and accountability for the following tasks:

Core Functions / Responsibilities:

1. Independently lead and coordinate the implementation of Community Engagement and Policing (CEP) and Transitional Justice (TJ) activities at both national and local levels. This includes budget oversight, data management, and the development of monitoring tools. Maintain databases, analyze security dynamics, identify trends in implementation areas, draft comprehensive project work plans, and monitor and adjust implementation strategies based on programme identified gaps and strengths.
2. Coordinate the drafting and timely submission of regular project progress reports, interim reports, and final project evaluations, ensuring compliance with IOM procedures and donor requirements.
3. Collaborate closely with the CEP and TJ Programme Officers to participate in monthly technical meetings and maintain effective communication with IOM departments and units directly involved in CEP and TJ projects.

4. Support the analysis of quantitative and qualitative data derived from CEP and TJ programmes. Utilize this data to inform the development of various informational products, including reports, periodic updates, briefing papers, research papers, governorate overviews, and success stories that illustrate the impact of community policing initiatives, in addition to supporting MEAL components in the CEP and TJ projects.
5. Assist in timely organization and implementation of outreach and awareness raising activities on Survivors' Law and other transitional justice mechanisms.
6. Assist in maintaining close liaison with the Ministry of Interior, local government authorities, CSOs, communities, United Nation agencies, donors, and other stakeholders to ensure due coordination of activities. This includes the preparation and participation in meetings, trainings, workshops, and conferences involving stakeholders above and preparing minutes of such meetings.
7. Assist senior project staff to draft and translate reference materials such as briefing documents, presentations, training material, and internal and external reports.
8. Perform any other duties as assigned to contribute to the success of CEP and TJ programs.
9. Travel on duty to Iraq, based on the needs of the program.

Qualifications;

Education

- University degree in Police Science, Criminal Justice, Correction, Law Enforcement or related filed from accredited academic institution with 5 years of relevant professional experience
- Completed High School degree from accredited academic institution with 7 years relevant professional experience.

Experience

- Experience in audiovisual productions, publishing and design.
- Experience in the areas of Transitional Justice , Law enforcement and community and international policing and project management and implementation.
- Experience working with IOM and/or another UN agency is an advantage.
- Experience in engaging with governmental representatives, police, civil society, and communities is highly desirable.
- Experience in data management and information sharing is an advantage.
- Delivers set objectives in hardship situations.
- Effectively coordinates actions with other implementing partners.
- Works effectively with local authorities, stakeholders, beneficiaries, and the broader community to advance country office or regional objective.

Skills

- Flexibility, tolerance and capacity to work in a team.
- High level of computer literacy, especially knowledge of Premier Pro, Adobe Photoshop, InDesign, Illustrator and Microsoft Office.
- Ability to meet deadlines and work under pressure.

Languages

- 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: 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.

Core Competencies – behavioural indicators *level 2*

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

- Fosters a sense of team spirit by developing a shared understanding, accountability and enthusiasm for the team's work.
- Displays a high level of cultural awareness, sensitivity to different ways of working and leverages individual strengths in order to build a better team.
- Shares credit for team accomplishments and ensures that the contribution of others is recognized.
- Helps create a positive team spirit, putting aside personal considerations to help the team achieve its goals.

Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.

- Produces high-quality results and workable solutions that meet clients' needs.
- Anticipates constraints, identifies solutions and takes responsibility for addressing critical situations.
- Monitors own and others' work in a systematic and effective way, ensuring required resources and outputs.
- Aligns projects with Organization's mission and objectives and demonstrates a good understanding of the impact of team's and own work on external and internal counterparts.

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

- Disseminates and shares knowledge openly and actively contributes to knowledge/network communities for topics relevant to area of expertise.
- Encourages knowledge-sharing across units/departments and ensures that knowledge is captured, recorded and disseminated appropriately.
- Builds networks for the effective communication and exchange of knowledge and ideas and puts others into contact with various sources of knowledge.
- Contributes to an environment that is conducive to innovation and learning.

Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.

- Proactively seeks responsibility in delivering towards the goals of the Organization.
- Plans and organizes work with a clear and deliberate focus, ensuring commitments are easily identified and progress is widely communicated.
- Stands by the actions of team or department, publicly accepting ownership.
- Takes responsibility of own shortcomings and those of the work unit, where applicable.

Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

- Speaks and writes clearly and effectively.
- Seeks to share information with others, with due respect for diversity and the confidentiality of specific sensitive information.
- Listens and seeks to understand without bias, and responds appropriately.
- Shares information and keeps others up to date; actively seeks others' views and ideas and respects their contribution.

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/SVN2024IRQ264>

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