



Organization or Agency: **International Organization for Migration (IOM)**  
Position Title: **Senior Research and Data Assistant**  
Organizational Unit: **Peacebuilding Stabilization Division**  
Duty Station: **Erbil - Iraq**  
Type of Contract: **Sub-Contract to Stars Orbit Consultants and Management Development**  
Grade: **Equivalent to G7**  
Duration of Appointment: **Three (3) months, with possibility of extension subject to satisfactory performance and funds availability**  
Closing Date: **24 December 2024**  
Reference Code: **CFA2024/IRQ/273**

*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:**

IOM Iraq's PVE program aims at analyzing and addressing underlying drivers, motivations and vulnerabilities to violent extremism that may arise in context of marginalization, exclusion, human rights violations, social isolation, exposure to radical ideologies, and lack of livelihood opportunities. To address these factors, IOM relies on its institutional strengths as building blocks for its efforts to address local conditions that are conducive to violent extremism. Working at the institutional, community and individual levels, IOM Iraq supports a whole-of-society approach to understanding and addressing underlying vulnerabilities and building community and individual resiliency.

In this context, IOM's Peacebuilding and Stabilization Division is supporting the Government of Iraq (GoI) to roll out its "National Strategy to Combat Violent Extremism," adopted in 2019 by the National Security Council and Endorsed by Prime Minister in 2021 as well as the coordination of the Rehabilitation and Transitional Services Taskforce (RTS TF) under the Technical Working Group (TWG) for the Implementation of the Global Framework Global Framework for the Return of Third Country Nationals from northeast Syria in Iraq.

Under the general guidance of the Senior Programme Coordinator (Peace Bldg&Stabl), the overall supervision of the Return and Reintegration Program Officer and the direct supervision of the Programme Officer (PVE), the successful incumbent will support with research and data, monitoring and evaluation, and reporting efforts for IOM's PVE and rehabilitation activities.

### **Core Functions / Responsibilities**

1. Facilitate the integration of monitoring and evaluation frameworks into all program activities within the PVE Program, ensuring continuous improvement and accountability.
2. Maintain a dynamic tracker to capture outcomes, recommendations, and action points from team meetings, providing insightful analysis for continuous program enhancement.
3. Coordinate the administrative aspects of M&E activities, including the preparation, execution, and post-assessment of assessments and research activities, ensuring data integrity and relevance.
4. Coordinate closely with team members and other stakeholders to facilitate cohesive and efficient program execution on program implementation and monitoring and evaluation.
5. Perform data analysis for programmatic and M&E activities within the team.

6. Act as focal point for all technical partners or consultants conducting research for the team.
7. Coordinate and monitor the work of the PVE and Rehabilitation facilitators, ensuring that their capacity development is supported, their timesheets are completed, and feedback to provided.
8. Liaise with the grants management team to ensure CSO grantees working on PVE and Rehabilitation are well coordinated and have sound M&E frameworks.
9. Coordinates with the team and PSU on reporting deadlines, contributing to reports as required.
10. Attend all pertinent meetings, producing high-quality minutes, and ensuring diligent follow-up on action points.
11. Engage in regular liaison with team members and other stakeholders, ensuring proactive and strategic coordination for the availability of all members.
12. Perform such other duties as may be assigned.

## Required Qualifications

### *Education:*

- Bachelor's degree in international relations, Development studies, Social Sciences, Business Management, Public Administration, or any related field from an accredited academic university or institute with 5 years of relevant professional experience or;
- Completed highschool diploma degree from an accredited academic institute with 7 years of relevant professional experience.
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### *Experience and Skills:*

- relevant work experience in program management or operations
- Previous experience on monitoring and evaluation activities
- Previous experience in the fields of PVE, rehabilitation or peacebuilding is desired.
- Proven experience in event management, preferably with a background in working with CSOs or NGOs.
- Demonstrated ability to provide program management support within a complex, multi-stakeholder environment.
- Strong analytical and problem-solving skills, with a demonstrated capacity for strategic thinking and planning.
- Excellent communication and interpersonal skills, with the ability to engage effectively with diverse stakeholders.
- Proficient in project management tools and techniques, with a focus on delivering results.

### *Languages:*

- Fluency in English, Kurdish, and Arabic is required.

### Competencies<sup>1</sup>

■ 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.

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<sup>1</sup> Competencies and respective levels should be drawn from the Competency Framework of the Organization.

**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.

#### MANAGERIAL COMPETENCIES - Behavioural indicators – Choose a level.

**Leadership:** Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization’s vision. Assists others to realize and develop their leadership and professional potential.

**Empowering others:** Creates an enabling environment where staff can contribute their best and develop their potential.

**Building Trust:** Promotes shared values and creates an atmosphere of trust and honesty.

**Strategic thinking and vision:** Works strategically to realize the Organization’s goals and communicates a clear strategic direction.

**Humility:** Leads with humility and shows openness to acknowledging own shortcomings.

#### ***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/20241210122917/5E1KxU8dhzT6qYmMLVZQuAiC2>

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: **10 December 2024**to: **24 December 2024**