



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **Senior Programme Assistant- PVE & Rehabilitation**
Organizational Unit: **Peacebuilding Stabilization Division**
Duty Station: **Baghdad IZ - Iraq**
Type of Contract: **Sub-Contract to Stars Orbit Consultants and Management Development**
Grade: **Equivalent to G6**
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/271**

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, the administrative supervision of the Head of Sub Office (HoSO) and the direct supervision of the National Program Officer-PVE in close coordination with the Programme Officer (PVE), the incumbent will support the Program Manager with the management of the budget, and lead on the organization of PVE and rehabilitation activities in Anbar, Baghdad, and Basra. They will also support activities in Ninewa, Kirkuk, and Salah al-Din.

Core Functions / Responsibilities

1. Consistently follow up with PVE sub-committees in South and Central Iraq to support their coordination, monitoring, and evaluation of PVE activities.
2. Act as the focal point with the community policing team on all jointly delivered CP and PVE activities to support coherency and synergy.
3. Support the implementation of transitional rehabilitation activities in J1 and AoR through seamless operational support to events and coordination with relevant field teams.

4. In coordination with the Program Manager with budget management ensuring all finances are accurately recorded, tracked, and forecasted. Support in submitting recordings as needed.
5. In coordination with the senior data and research assistant, support the roll out of M&E tools to PVE sub-committees and efforts to monitor and evaluate PVE and Rehabilitation efforts.
6. Spearhead the logistical organization of meetings, workshops, and other events, ensuring they are executed efficiently and effectively.
7. Attend all pertinent meetings, producing high-quality minutes, and following-up on action points.
8. Provide administrative support for various PVE program activities, ensuring smooth and efficient operation.
9. 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 4 years of relevant professional experience, or;
- Completed high school diploma degree with 6 years of relevant professional experience, .

Experience and Skills:

- work experience in program management or operations
- Previous experience on monitoring and evaluation activities.
- Previous experience in the fields of PVE, rehabilitation (including case management), or peacebuilding is desired.
- Proven experience in event management, IOM experience strongly desired.
- Demonstrated ability to provide program management support within a complex, multi-stakeholder environment.
- 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 and Arabic is required.
- Other languages spoken in Iraq are desirable.

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 - 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/20241210120814/NyZjH6wluW2kCmAatMfp9vO80>

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