



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **Livelihood Programme Assistant**
Organizational Unit: **Transition and Recovery Division**
Duty Station: **Sulaymaniyah- Iraq**
Type of Contract: **Sub-Contract to Stars & Orbit**
Grade: **Equivalent to G5**
Duration of Appointment: **Six (6) months, with possibility of extension subject to satisfactory performance and funds availability**
Closing Date: **31st January- 2022**
Reference Code: **CFA2022/IRQ/016**

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:

Under the general guidance of the Head, Transition and Recovery Division, the overall supervision of the Program Coordinator, the administrative supervision of the Head of Sub Office (HoSO) and the direct supervision of the Team Leader, the incumbent will perform the following duties:

Core Functions / Responsibilities:

1. Support the implementation of all activities under the livelihood's portfolio of the Transition and Recovery Division (TRD) as guided by the Team Leader, in line with livelihoods technical tools.
2. Participate in assessments including labor market assessments and supply chain mapping, under the guidance of the Team Leader, Field Project Officer and Program Coordinator.
3. Assist in the mapping of service providers for Vocational Training, On-Job-Training, Job Placement, and Farming Training as required.
4. Identify and coordinate with potential private companies for the implementation of job placements, and On-Job-Training.
5. Ensure appropriate selection of project beneficiaries by conducting interviews, registering, and profiling applicants using specific criteria.
6. Support IOM selected individuals by facilitating orientation meetings, business trainings, and/or one-to-one counseling sessions as necessary and support them in the formulation of their business plans.
7. Travel to project sites on a regular basis to monitor individuals who have received IOM livelihoods assistance, ensure that activities are being carried out in accordance with livelihoods guidelines and provide guidance to the Team Leader in order to make necessary improvements or changes to livelihoods service delivery.
8. Ensure that all distributions of tools and equipment are monitored for both quality and quantity and that relationship management with vendors is maintained in project locations.
9. Organize and conduct satisfaction and feedback surveys in order to improve future livelihoods projects.
10. In coordination with the Team Leader, coordinate with the relevant government authorities, business associations and private sector companies to implement IOM's livelihoods projects.
11. Monitor achievements in accordance with work plans and report progress to the Livelihoods Team and Team Leader to improve delivery of livelihoods assistance.
12. Coordinate with field staff and the Information Management (IM) unit to maintain up-to-date and accurate beneficiary data in the IOM Portal.

13. Provide support as required for the implementation of other elements of field team activity including those related to community engagement and engineering.
14. Perform such other duties as may be assigned by supervisor.
15. This position is stationed in Suly covering Suly Governorate and might occasionally entail some travels on duty (TDYs) to other TRD North -East locations (Diyala, Kirkuk, Erbil).

Required Qualifications

Education:

- Bachelor's degree in Social Sciences, Economics, Business Management or any other related field from an accredited academic university or institute.

Experience and Skills:

- Minimum 3 years of relevant experience in social projects/community stabilization though a gender point and experience with international organization is an advantage.
- Strong experience in conceptualizing activities related to youth-based programming and community inclusive interventions.
- Strong experience in communication.

Languages:

- Fluency in English, Kurdish, and Arabic is required.
- Any other language is an asset.

Behavioral Competencies

- Work prioritization and ability to multitask.
- Shares knowledge and experience.
- Positive, constructive attitude.
- Ability to work and act under pressure with discretion in politically sensitive environment with a minimum of comfort.
- Responds positively to critical feedback and differing points of view.
- Ready to work independently, under tight deadlines.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Ability to work in a multi-cultural team environment with a positive attitude.
- Highest standards of integrity, discretion and loyalty.
- Strives for supportive working environment and positive working relationship.
- Creates a respectful office environment free of harassment, retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA).

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/20220117150857/CsJDdTrEqGK1b9RVFPaLmou8i>

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: 17.01.2022 to: 31.01.2022