



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **Protection Referral Focal Point**
Organizational Unit: **Protection Division**
Duty Station: **Erbil- Iraq**
Type of Contract: **Sub-Contract to Stars & Orbit**
Grade: **Equivalent to G5**
Duration of Appointment: **Three (3) months, with possibility of extension subject to satisfactory performance and funds availability**
Closing Date: **05th May 2022**
Reference Code: **CFA2022/IRQ/100**

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:

Under the overall supervision of the Protection Coordinator and the direct supervision of the Protection Officer, the Protection Referral Focal Point will perform the following duties:

Core Functions / Responsibilities

1. Develop referral pathways for humanitarian services across Iraq.
2. Update and maintains contact with service providers and ensures to update the service mapping on a regular basis.
3. Closely liaise with the Protection teams and other implementing partners, to ensure that complete and reliable information is collected to build and update the profile of the referred case.
4. Conduct timely and regular (daily) referrals of the cases, while maintaining a complete record (using Protection's referral tracking tools) of all referred cases' details and actions taken.
5. Conduct full and regular follow-up on the referred cases' status, persons-in-charge, to understand whether the beneficiaries have effectively accessed relevant procedures and/or actually availed themselves of the needed service(s) and rights.
6. Contribute to development of the current referral tools and pathways.
7. Ensure the quality of the referrals in close coordination with M&E unit and Protection Officers
8. Report in the appropriate documents the feedbacks, the assessments made by the teams and the needs in terms of referrals.
9. Provide relevant data to and cooperates with the Senior IM Assistant for reporting.
10. Propose improvements of the follows up tools and assessment forms as needed.
11. Regularly analyze and report any obstacles, feasible solutions, concerns, and generate comprehensive lessons learnt to improve both the beneficiaries' environment and the Protection teams' procedures and practices.
12. Assist with any other duties as deemed necessary by the supervisor(s).
13. Ensure gender and protection mainstreaming within all project activities.

14. Undertake duty travel as required.

Required Qualifications

Education:

- Bachelor's degree in sociology, humanities, development and/or other relevant social sciences.

Experience and Skills:

- Minimum 3 years of relevant experience ideally related to protection monitoring (or similar field-bound activities) and reporting in the context of humanitarian programming.
- Demonstrated excellent knowledge of, specifically, protection and gender concepts, beneficiary selection criteria in humanitarian programming and referral pathways.
- Good knowledge of the state and community-based landscape, i.e., the organizations' mandates, target groups, capacities, activities etc.
- Experience working with people with different backgrounds and under challenging circumstances.
- High ability to interpret, analyze, and synthesize information in a fast-paced environment.
- Ability to productively work under pressure and circumstances of insecurity.
- Excellent reporting skills, reliability, flexibility, commitment, and patience.
- Ability to gain trust and build relationships with co-workers, communities, and authorities.
- 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).
- Computer literacy and skills with specific proficiency in Microsoft applications.
- Reliable, efficient, high level of professionalism, organizational skills, and ability to work under pressure and adhere to strict deadlines.
- Good analytical skills for financial data, strong eye for detail and accuracy.
- Ability to prepare clear and concise reports.

Languages:

- Fluency in English, Kurdish and Arabic is required.

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/20220421105912/m16sRwf2Dioh84YLOGK7xXBpW>

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: 21.04.2022 to: 05.05.2022