IOM International Organization for Migration

Open to Internal and External Candidates

Position Title	:	Senior Research Assistant
Organizational Unit	:	Transition and Recovery Division
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	:	13th July 2022
Reference Code	:	SVN2022/IRQ/153

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. Aapplications 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 Chief of Mission (CoM)/DCoM, the overall supervision of the Head of Transition and Recovery Division and under the direct supervision of the Research Officer, the incumbent will support the IOM Research team in the implementation of on-going and upcoming research activities, mainly in coordinating its data collection component.

Core Functions / Responsibilities:

1. Support the coordination of data collection activities of the research field teams' across the country and resolve challenges and issues faced by the teams in their operations.
2. Monitor the implementation of the data collection, data cleaning, translation and data quality process of different research studies and update the team's workplan in close coordination of the research team leaders.
3. Support on the development of data collection plans, team activities and monitoring cost expenditure within the team.
4. Provide technical guidance to the field teams in the timely and methodologically correct implementation of quantitative and qualitative research in geographical areas covered by the research field teams
5. Assist in the timely implementation of the preparation of ODK and Kobo forms, as well as data cleaning procedures by the research assistants and finalizing in a timely manner according to project timelines.
6. Coordinate the organization of trainings, workshops, meetings and other studies related activities in terms of logistical and operational support such as travel and hotel arrangements,

as well as conference hall booking and arrangements are arranged in a timely manner by the research assistants.

7. Liaise with IOM access team to ensure the research field teams have smooth access to collect across their governorates of coverage in central, south and north west regions.
8. Assist the research officer to liaise with other IOM units requesting the support of the field researchers for quantitative and qualitative data collection exercise.
9. In direct collaboration with the research team leaders, liaise with other IOM offices to conduct field work in different locations in Iraq.
10. Coordinate with other IOM staff members on administration, financial, logistics and operational matters in support of programme activities.
11. Perform any other duties as may be assigned by supervisor.

Qualifications.

Education

- University degree in Social Science or Engineering from an accredited academic institution; or a related field from an accredited academic institution with 5 years of relevant professional experience
- Completed High School degree in the above field or related field from an accredited academic institution with minimum seven years of relevant professional experiences.

Experience

- Excellent communication and negotiation skills. Ability to present clear and concise information.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds, ability to handle confidential matters
- Ability to meet deadlines and work under pressure.
- Proven experience in coordination of field teams
- Experience in project management
- Ability to coordinate administrative activities related to admin and operational activities.
- Experience working in universities, research centres, international organizations or the humanitarian community is an advantage.

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.

Internals of the Organization and NMS candidates, as well as external female candidates, will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

The appointment is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

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/SVN2022IRQ153

For an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

Posting period:
From 28.06.2022 to 13.07.2022