



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **Junior Focal Point**
Organizational Unit: **Peacebuilding and Stabilization Division**
Duty Station: **Anbar (Qaim) - Iraq**
Type of Contract: **Sub-Contract to Stars & Orbit/ Part time**
Grade: **Ungraded**
Duration of Appointment: **Two (2) months, with possibility of extension subject to satisfactory performance and funds availability**
Closing Date: **27th January 2023**
Reference Code: **CFA2023/IRQ/006**

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 general guidance of the Programme Coordinator (Peacebuilding and Stabilization), the overall supervision of the National Programme Officer, the administrative supervision of the Head of Sub Office (HoSO), and the direct supervision of the Area Coordinator, the successful candidates will be responsible for the following duties:

Core Functions / Responsibilities

1. Support in collecting data & identifying the vulnerable beneficiaries and trainers.
2. Supporting the implementation of activities and training.
3. Visit host and returnee communities and gather accurate information on their number, location, background, and other basic data as requested.
4. Support the community mapping and conflict training activities.
5. Facilitating meetings with local youth networks and other actors.
6. Facilitate icebreakers, energizers, and structured training.
7. Lead the announcement of activities and public events.
8. Develop a weekly plan along with the staff.
9. Participate effectively in internal coordination meetings.
10. Provide feedback and suggestions to the Area Coordinator.
11. Provide logistic support for beneficiaries, trainers, and staff when needed.
12. Documenting activities with pictures and notes.
13. Coordination with the local community for joint activities and cooperation.
14. Facilitate roundtable discussions with participants in IOM training and IOM staff for the review and validation of the training content.
15. Deliver reports at the end of each activity with recommendations.
16. Ensure that confidentiality and the right to privacy are maintained with regard to confidential information.
17. Perform any other duties assigned by superiors.

Required Qualifications

Education:

- Diploma or completed high school degree from an accredited institution.

Experience and Skills:

- Minimum 2 years of experience working in the humanitarian or development sector, of which at least 1 year involves mental health, psychosocial support, social cohesion, and capacity-building programs.
- Experience in communicating and working with the local community including people of culturally diverse backgrounds.
- appropriate field experience, with excellent communication, presentation, and interpersonal skills.

Languages:

- Fluency in English 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/20230117092243/Wvi6LYI4hmx9TD7BKZFGn1Qrz>

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 January 2023 to 27 January 2023