



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **Senior Capacity Building Assistant- Disaster Risk Reduction**
Organizational Unit: **Preparedness and Response Division**
Duty Station: **Erbil - Iraq**
Type of Contract: **Sub-Contract to Stars & Orbit**
Grade: **Equivalent to G6**
Duration of Appointment: **Three (3) months, with possibility of extension subject to satisfactory performance and funds availability**
Closing Date: **27th January 2023**
Reference Code: **CFA2023/IRQ/007**

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:

Iraq faces a number of rapid and slow onset hazards, including floods, earthquakes, desertification and pollution. Governorates are responsible for preparedness and response, in coordination with national authorities, but in the current post-conflict environment, there is little capacity given the absence of governorate-level and national emergency response strategy. IOM, through disaster risk reduction (DRR) workshops, is approaching senior national authorities from all stakeholder ministries in Baghdad and Erbil, wherein, IOM supports round table discussion and scenario simulation across many governorates. This modality aims to create standardized disaster reporting and assessment tools as a preparatory stage for unified SOPs. The series of workshops facilitated by IOM also made an evident on the significant national expertise, which will allow for the robust approach of coaching governorate-level teams in initiating SOPs, creating strong local buy-in and highlighting local capacity. In line with the governance and coordination exhibited by the workshop component, IOM is exploring sustainable environmental solutions in close consultations with national stakeholders. This revealed a preference and support for efforts at the governorate level and reflected significant interest in subsequently building on this effort to develop natural based approaches. The position will be supporting the DRR component with special focus on workshops/capacity building.

Under the overall supervision of the Head, Preparedness and Response Division and the direct supervision of the Disaster Preparedness and Risk Reduction Officer, the successful incumbent will be responsible for the below responsibilities:

Core Functions / Responsibilities

1. Support to organize and facilitate workshops, including coordinating the inputs for content, agenda, facilitation plan, and logistic preparation. Maintaining and sharing the minutes of meetings with all participants and keeping an accurate record of participant's discussions.
2. Leading the community-based risk reduction team and community resilience-building initiatives, involving the local entities, civil society, and/or nongovernment organizations.
3. Incorporate awareness messaging on public health, diseases, and infections affecting the IDPs in camps and camp-like settings by developing IEC materials and leading the team of awareness promoters.
4. Support the implementation of IOM capacity building approaches and activities, including for disaster preparedness and response, good governance, and other technical and operational capacity needs under preparedness and response division.

5. Assist the implementation of thematic approaches of disaster risk reduction (DRR) in collaboration, integration, and programming with relevant stakeholders including local authorities, UN agencies, and national and international actors.
6. Participate in the knowledge building of the team by nominating and keeping records for references on the global/local research, initiatives, key technical actors, governmental policies, strategies, plans, and support in translating the references into the local language (Arabic/Kurdish).
7. Assist the coordination with local technical experts to identify locally developed sustainable solutions through the preparation of meetings summaries, and later follow-up on the progress on the action points.
8. Coordinate with Access, PI, Security, and other IOM units for all DRR activities, and keeping proper documentation of the communication.
9. Perform any administrative support might be required for DRR activities.

Required Qualifications

Education

- Bachelor's degree in environmental studies, public health, business administration, or any related field from an accredited academic university or institution.

Experience and Skills

- At least 4 years of professional humanitarian/development experience; preferred in capacity building and conducting training.
- Experience with community engagement and participatory processes, including previous facilitation of group work with relevant populations, active participant of sectoral/social groups, and experience with capacity building or training exercises.
- Good communication skills (written and verbal), cultural sensitivity, flexibility, ability to improvise, team player.

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/20230117092832/zVsTRkxgNulDcvMqLXjI20Ffd>

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