



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **National Programme Officer (Technical Working Group and PRR)**
Organizational Unit: **Peacebuilding and Stabilization Division**
Duty Station: **Baghdad - Iraq**
Type of Contract: **Sub-Contract to Stars Orbit**
Grade: **Equivalent to NOB**
Duration of Appointment: **Six (6) months, with possibility of extension subject to satisfactory performance and funds availability**
Closing Date: **14th March 2023**
Reference Code: **CFA2023/IRQ/047**

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:

The International Organisation for Migration (IOM), alongside UNICEF and the Government of Iraq, recently inaugurated the UN-GoI Technical Working Group. This working group represents the primary site of coordination between all-of-UN and all-of-Government to facilitate the return of Iraqi nationals from North-East Syria back to Iraq – making it the primary site for the implementation of the Global Framework for United Nations Support on Syria / Iraq Third Country National Returnees. This Working Group (GF TWG here-on-in) enables ongoing discussions, coordination and direct/technical assistance to the Government of Iraq. For IOM, chairing the working group means working to ensure it is set up successfully, meets the commitments within the TWG TOR, which ensures working to coordinate the support provided to government across the returns process.

In this context, IOM is seeking an experienced candidate to provide support to the co-chair of the TWG and play a key role in ensuring that the working group and its operations are robust, sound and well planned. The incumbent will have strong project management skills and be able to support the co-chair in planning and implementing activities, events and projects related to the TWG and general coordination with the government of Iraq on the returns process from North-east Syria.

Under the general guidance of the Head, Peacebuilding and Stabilization Division, the overall supervision of the (PVE) Programme Manager, and the direct supervision of the UN-GoI Technical Working Group Coordination, the incumbent will be responsible for the tasks that mentioned below:

Core Functions / Responsibilities

- 1- Support the TWG Co-Chair in IOM in their chairing of the TWG, which involves both tasks related to the running of meetings for the working group, as well as longer-term projects and engagements related to the TWG aims.
- 2- Organize TWG meetings in Baghdad, including coordination with logistics and admin teams in organizing the meetings, sending invitations and arranging other needed processes.
- 3- Engage in liaison and coordination with government counterparts on issues related to the return of Iraqi nationals from North-East Syria in areas relevant to the Technical Working Group.

- 4- Support, as delegated by the TWG co-chair, researchers who are contracted to work on different knowledge products needed for the TWG and its aims. This may include tasks such as identification of relevant stakeholders, logistical support for data collection and other tasks that support research and its activities under the TWG.
- 5- Take the lead in drafting any required Note for File (NFFs), meeting minutes and other documents and reports. Ensure organizing and keeping of project files and documents in an established filing system.
- 6- Coordinate, review and edit draft and / or translation from English to Arabic or Arabic to English of TWG communications and reports made by translators hired by the team.
- 7- Contribute to narrative and progress reports, cost modifications, public information material, and other documents, as required by IOM and/or project donors.

Required Qualifications

Education:

- Master's degree in international development, public administration, diplomacy, humanitarian action, or other relevant fields, from an accredited academic, university or institute with 2 years of work experience, or:
- Bachelor's degree in above mentioned fields with 4 years of experience.

Experience and Skills:

- 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).
- Experience working in development or humanitarian programming (specifically in International or National NGO/UN) is an asset.
- Computer literacy with specific proficiency in Microsoft applications.
- Reliable, efficient, high level of professionalism, and organizational skills.
- Good analytical skills for financial data, strong sense of details and accuracy.
- Ability to prepare clear and concise reports.
- Adaptability and a willingness to take on various tasks.
- The ability to work under pressure and to assimilate information quickly and act decisively.

Languages:

- Fluency in English and Arabic are 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/20230228091743/syZU6V9azetBLM7vS4jWDqdNm>

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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: 28th February 2023 to 14th March 2023