



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **Project Assistant (2) Positions**
Organizational Unit: **Peacebuilding Stabilization Division**
Duty Station: **Baghdad - Iraq**
Type of Contract: **Sub-Contract to Stars Orbit Consultants and Management Development**
Grade: **Equivalent to G5**
Duration of Appointment: **Three (3) months, with possibility of extension subject to satisfactory performance and funds availability**
Closing Date: **04th April 2023**
Reference Code: **CFA2023/IRQ/073**

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 general guidance of the Head, Peacebuilding and Stabilization Division, the overall supervision of the Programme Officer (Technical Cooperation), the administrative supervision of the Head of Office (HoO) and the direct supervision of the Senior Project Assistant, the incumbent will coordinate at the field level the implementation and monitoring of IOM Community Policing programme in an allocated geographic area.

Core Functions / Responsibilities

1. Visit target communities to administer surveys, key informant interviews, and focus group discussions, in support of the assessment of community perceptions of security and the security services; undertake regular consultation with concerned stakeholders to understand communities' security concerns/priorities.
2. Assist in planning and in implementing and oversee/monitor Community Policing Forums (CPFs), training courses, and other activities; review and provide inputs to resource material; liaise with Interior Ministry and relevant local authorities to develop and finalize work plans, workshop/training agendas, etc.
3. Support the Project structure and M&E Unit to monitor and evaluate activities including, in particular, those to be carried out under the project, strengthening community policing in Iraq; in this context: assist in developing pre- and post-training or workshop questionnaires and analyzing, uploading and/or circulating information collected.
4. Support the Project structure to engender and maintain strategic relationships with the Iraqi police, local authorities and community leaders, act as the primary interlocutor with the Focal Officer of the Police at the Governorate level.
5. Assist in entering and cleaning training-related data; coordinate 'remote' data entry, as needed.
6. Collect data from workshops, trainings and meetings to be entered in the database
7. Translate correspondence and other materials from Arabic into English and vice-versa, as requested by the PM and/or his designee; provide interpretation during meetings when requested.

8. Upon request, contribute to the development and/or circulation of public information material.
9. Assist CMTs and WEGs (and/or other representative bodies) and the local police to define Terms of Reference for their engagement and collaboration under the project.
10. Facilitate and monitor local-level activities, including training courses, awareness raising sessions and Community Policing Forums.
11. In coordination with Heads of Satellite Office (HoSOs) and Management, liaise and engender strategic relationships with relevant local stakeholders, including the Iraqi Police and provincial council members.
12. Monitor and notify the Program Manager, and the Senior Project staff of all potential/emerging risks associated with the project.
13. Seek views of communities on how to improve the performance of the project and promote greater local ownership.
14. Travel on duty, based on the needs of the programme.
15. Perform such other duties as may be assigned.

Required Qualifications

Education:

- Bachelor's degree in social sciences, economics, business management from an accredited academic university or institute.

Experience and Skills:

- At least 3 years of relevant professional experience.
- Ability to work harmoniously with colleagues from varied cultures and professional backgrounds.
- Personal commitment, efficiency, flexibility, and drive for results.
- Strong computer background including experience with relational database and Microsoft applications such as Excel, PowerPoint, Word, and Outlook.
- Works effectively in high-pressure, rapidly changing environments.
- Knowledge in information sharing and coordination with internal units.

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/20230328070116/fVj8AxvuzJPqRQE6F0497yTtN%20>

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: 28 March 2023 to 04 April 2023