



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **Project Assistant (Case Management)**
Organizational Unit: **Peacebuilding and Stabilization Division**
Duty Station: **Ninawa (Hassan Sham Camp) - 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: **1st May 2023**
Reference Code: **CFA2023/IRQ/088**

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 Head, Peacebuilding and Stabilization Division, the overall supervision of the Programme Coordinator (HLP), the administrative supervision of the Head of Sub Office (HoSO) and the direct supervision of the National Project Officer (HLP Legal Assistance) the candidate will perform the following duties:

Core Functions / Responsibilities

1. Work with relevant PSD staff to update, manage, and enhance the case-management system related to the project beneficiaries and objectives.
2. Assis in develop and maintaining case-management data tracker for all beneficiaries identified during the project and follow up each case.
3. Compile and create case reports and summaries using tracking tools and reporting templates.
4. Coordinate with relevant staff from IOM on legal assistance-related issues, including support in drafting forms, templates, and procedures.
5. Support in conducting awareness-raising sessions for IDPs and community members on legal issues, including civil documentation, HLP, and family law.
3. Support in coordinating and liaising with local authorities, stakeholders, and community leaders who will be relevant to the project.
4. Support the Legal Assistant and Legal Team Leader in conducting training on civil documentation, HLP, and family law for IDPs, community- members, and stakeholders.
5. Work with IOM teams and other protection, MHPSS, and legal partners on mechanisms for collecting information and data related to cases identified during the project.
6. Support the Legal Assistant as needed in providing legal consultations or representation to individuals identified during the project on civil documentation, HLP, and family law.
11. Perform other duties as required.

Required Qualifications

Education:

- Bachelor's degree in information management, business and administration, or any related field from an accredited academic university or institute.

Experience and Skills:

- Minimum 3 years of relevant work experience.
- Experience in developing and maintaining case-management systems.
- Computer literacy with specific proficiency in Microsoft applications.
- Experience of working with clients to solve problems.
- 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.
- 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.

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/20230417101155/xp2bvWS5AsKY07nPiHOVzGml4>

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 April 2023 to 1 May 2023