



Organization or Agency:	International Organization for Migration (IOM)
Position Title:	National Taskforce Coordination Officer
Organizational Unit:	Peacebuilding Stabilization Division
Duty Station:	Baghdad - Iraq
Type of Contract:	Sub-Contract to Stars Orbit Consultants and Management Development
Grade:	Equivalent to NOB
Duration of Appointment:	Three (3) months, with possibility of extension subject to satisfactory performance and funds availability
Closing Date:	6 March 2024
Reference Code:	CFA2024/IRQ/065

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:

IOM Iraq's PVE program aims at analyzing and addressing underlying drivers, motivations and vulnerabilities to violent extremism that may arise in context of marginalization, exclusion, human rights violations, social isolation, exposure to radical ideologies, and lack of livelihood opportunities. To address these factors, IOM relies on its institutional strengths as building blocks for its efforts to address local conditions that are conducive to violent extremism. Working at the institutional, community and individual levels, IOM Iraq supports a whole-of society approach to understanding and addressing underlying vulnerabilities and building community and individual resiliency.

Building upon IOM's participation and leading role in the United Nations (UN) Joint Approach and the application of the Global Framework for the Return of Third Country Nationals from northeast Syria in the Iraq context, IOM is seeking to strengthen its coordination of the Rehabilitation and Transitional Services Taskforce (RTS TF) under the Technical Working Group (TWG) for the Implementation of the Global Framework in Iraq. IOM co-chairs the RTS TF alongside the Ministry of Migration and Displacement. The UN has underlined the immediate need to engage proactively and constructively with the Government of Iraq (GoI) authorities on rehabilitation to establish the foundation which will be necessary to enable the continuation of return operations from northeast Syria of the remaining 25,000 or more Iraqis in Al-Hol Camp.

Under the general guidance of the Head, Peacebuilding and Stabilization Division, the overall supervision of the Programme Manager (PVE), the administrative supervision of the Head of Sub Office (HoSO) and the direct supervision of the National PVE Officer, the successful incumbent will lead on government liaison for the Rehabilitation and Transitional Services Taskforce and support on coordination of meetings, events, and activities.

Core Functions / Responsibilities

1. Serve as the primary point of contact between the Rehabilitation and Transition Service (RTS) Task Force UN members and Government of Iraq (GoI) members, ensuring seamless coordination and facilitation of activities in support of the Task Force.
2. Regularly liaise with the taskforce chairs, both from UN and the government, to align on the schedule of taskforce meetings, ensuring proactive coordination for the availability of all members.

3. Conduct regular, independent mapping exercises of GoI entities to enhance the strategic engagement of the RTS Task Force.
4. Advise on GoI engagement strategies to the PVE Program Manager and the Senior PVE National Officer, leveraging in-depth knowledge of the Iraq political landscape.
5. Support the RTS Task Force IOM Chair in organizing Task Force meetings and managing long-term projects aligned with the Task Force's objectives.
6. Liaise with relevant GoI and UN task force chairs to schedule and coordinate meetings, ensuring proactive and strategic planning.
7. Attend all pertinent meetings related to rehabilitation and transitional services, whether online, in person in Baghdad and Erbil, or at field sites, particularly the Jeddah center.
8. Take the lead in drafting high-quality documents, including meeting minutes, presentations, Note for Files (NFFs), and government communications, ensuring they adhere to official standards and protocols.
9. Oversee and manage the online archive and filing system, ensuring that all Rehabilitation and Transitional Services taskforce related records, including but not limited to, meeting minutes, research and knowledge products, advocacy notes, and service mapping are systematically stored and easily retrievable.
10. Perform such other duties as may be assigned.

Required Qualifications

Education:

- Master's degree in international relations, Development studies, Social Sciences, Business Management, Public Administration, or any related field from an accredited academic university or institute with 2 years of relevant professional experience or;
- Bachelor's degree in the above-mentioned fields with 4 additional years of relevant experience.

Experience and Skills:

- Relevant experience in senior Government of Iraq liaison, preferably in the context of humanitarian or peacebuilding matters.
- Demonstrated experience in independently drafting official letters, reports, and conducting mapping exercises of different GoI ministries.
- Experience in communicating and working with a wide range of actors, including government authorities and humanitarian actors.
- In-depth understanding of the Iraq political landscape and the operational intricacies of various GoI ministries.
- Strong organizational, coordination, and diplomatic skills, with the ability to manage complex stakeholder relationships.
- Excellent writing and reporting skills, with a focus on creating clear, concise, and official documentation.
- Previous experience in the fields of PVE, rehabilitation or peacebuilding is desired.

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/20240221111257/QZgwbBvjTGYxSXNteAlqWaM9K>

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: 21 February 2024 to: 6 March 2024