



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **Project Assistant (HLP Legal Assistance)**
Organizational Unit: **Peacebuilding and Stabilization Division**
Duty Station: **Salah Al-Deen (Shirqat)**
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: **23 April 2024**
Reference Code: **CFA2024/IRQ/107**

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 Programme Coordinator (Legal Adviser), the overall supervision of the National Project Officer (HLP & Legal Assistance), the administrative supervision of the Head of Sub Office (HoSO), and the direct supervision of the Legal Team Leader, the successful candidate will perform the following duties:

Core Functions / Responsibilities

1. Support the Legal Officer in the implementation of all operational activities in the project target location.
2. Conduct awareness-raising sessions for community members and stakeholders on HLP and civil documentation.
3. Support in coordinating and liaising with MoMD, and other partners operating in the area, as well as local authorities, stakeholders, and community leaders relevant to the project.
4. Conduct training on HLP and tenure rights, reparations, civil documentation, and family law for community members and stakeholders.
5. Provide direct legal assistance and legal counselling, to individuals identified during the project and require support in accessing government services, including document restoration, property compensation, and inheritance.
6. Work with PSD staff on the Information Counselling and Referral Service (ICRS) mechanism for collecting information and data related to cases identified during the project and refer cases as necessary.
7. Compile and create case reports and summarize, using tracking tools and reporting templates.
8. Consult with relevant staff from IOM on legal assistance-related issues, including support in drafting forms, templates, and procedures.
9. Proactively offer suggestions and advice to management regarding improvements in implementation and initiative such improvements as requested.
10. Keep abreast of IOM PSD's different legal programs and areas of focus, focusing on civil and HLP documentation and other legal issues in Iraq, dispute resolution techniques, case management, roles and responsibilities of the PSD legal teams, and reporting requirements.
11. Perform such other duties as may be assigned.

Required Qualifications

Education:

- Bachelor's degree in law from an accredited academic university or institute.

Experience and Skills:

- At least 3 years of work experience as a lawyer, preferably working on Civil Documentation issues and Housing, Land, & Property, including compensation, establishing ownership, and document restoration.
- Experience in communicating and working with a wide range of actors, including people of culturally diverse backgrounds, government, and authorities, and 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 and skills with specific proficiency in Microsoft applications.
- Reliable, efficient, high level of professionalism, organizational skills, and ability to work under pressure and adhere to strict deadlines.
- Good analytical skills for financial data, strong eye for detail and accuracy.
- Ability to prepare clear and concise reports.
- Ability and motivation to travel to areas within the governorate to meet with beneficiaries.

Languages:

- Fluency in Arabic with working knowledge of English.

Competencies

■ The incumbent is expected to demonstrate the following values and competencies:

VALUES - All SOC staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

Integrity and transparency: Maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.

Professionalism: Demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Courage: Demonstrates willingness to take a stand on issues of importance.

Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

CORE COMPETENCIES - Behavioural indicators – Choose a level.

Teamwork: Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

Delivering results: Produces and delivers quality results in a service-oriented and timely manner. Is action oriented and committed to achieving agreed outcomes.

Managing and sharing knowledge: Continuously seeks to learn, share knowledge and innovate.

Accountability: Takes ownership for achieving the Organization's priorities and assumes responsibility

for own actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring, and motivational way.

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/20240409141256/1lj2vXU4aMYdyV85nCNEPxsRA>

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: 9 April 2024 to: 23 April 2024