



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **Senior Programme Assistant-Legal Assistance**
Organizational Unit: **Peacebuilding Stabilization Division**
Duty Station: **Baghdad - Iraq**
Type of Contract: **Sub-Contract to Stars Orbit Consultants and Management Development**
Grade: **Equivalent to G7**
Duration of Appointment: **Three (3) months, with possibility of extension subject to satisfactory performance and funds availability**
Closing Date: **22 May 2024**
Reference Code: **CFA2024/IRQ/126**

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 Senior Programme Coordinator (Peace Bldg& Stabl), the overall supervision of the Program Coordinator (Legal Advisor), the administrative supervision of the Head of Sub Office (HoSO), and the direct supervision of the National Project Officer (HLP Legal Assistance), the successful candidate will perform the following duties:

Core Functions / Responsibilities:

- 1- Support the National Project Officer (HLP & Legal Assistance) in the planning and implementation of legal assistance projects for target populations.
- 2- Coordinate, plan, and supervise activity implementation related to legal program in Baghdad.
- 3- Coordinate and liaise with MoMD, MoFA, and other partners operating in the area, as well as local authorities, stakeholders, and community leaders relevant to the program activities.
- 4- Coordinate and supervise the work of field staff in the PSD who are working on legal assistance in the duty station.
- 5- Collaborate with other Programs and Divisions on joint programming and coordinated activities.
- 6- Drafting reports covering legal assistance related activities; prepare briefings, reports and background notes including specific information requested by IOM, Government stakeholders, and other entities.
- 7- Actively contribute to strengthening referral systems and networks. Monitor legal case management activities and when required, coordination of response to individual cases of concern.
- 8- Prepare draft notes, invitation letters, agreements, contracts, and other required instruments for the implementation.
- 9- Ensure information sharing, coordination, and communication within the team.
- 10- Provide technical support to the organization and delivery of conferences, meetings, seminars, capacity building actions, and relevant activities organized by the unit.
- 11- Provide updates on program issues, including regular risk analysis and recommendations for operational improvement of legal assistance programming to the HLP Officer.
- 12- Pro-actively offer suggestions and advice to management regarding improvements in implementation and initiative such improvements as requested.
- 13- Undertake field visits and duty travel to implement and monitor the different projects' activities under the portfolio, meet project counterparts and develop new initiatives.

14- Perform such other duties as may be assigned.

Required Qualifications:

Education:

- University degree in Law, Humanitarian Affairs, International Affairs, Political Science, Human Rights, Development Studies, or a related field from an accredited academic institution with 5 years of relevant professional experience.

Experience and Skills:

- Experience in working on humanitarian affairs, legal assistance (civil and HLP documentation), emergency preparedness, protection, and human rights.
- Experience in providing direct assistance to vulnerable individuals.
- Experience in liaising with governmental authorities, other national/international institutions, and NGOs, as well as in the Region, is an asset; and,
- Working experience with an operational UN agency or a major international NGO in the field of legal, protection, and assistance of refugees, IDPs and migrants
- Excellent writing and reporting skills.
- Excellent facilitation and liaison skills

Languages:

- Fluency in English and Arabic is required.
- Any other language is an advantage.

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 – Level 2

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.

MANAGERIAL COMPETENCIES - Behavioural indicators – Level 2

Leadership: Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.

Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.

Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.

Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.

Humility: Leads with humility and shows openness to acknowledging own shortcomings.

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/20240508151226/r63akJbC0qVGpX1nDfLHS72UZ>

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: 8 May 2024 to: 22 May 2024