

## Call for Expression of Interest;

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|--------------------------|---|
| Organization or Agency:  | International Organization for Migration (IOM)  |
| Position Title:          | Consultant – Program Officer (Legal Assistance) |
| Organizational Unit:     | Peacebuilding and Stabilization Division (PSD)  |
| Duty Station:            | Erbil - Iraq                                    |
| Type of Contract:        | International Consultancy                       |
| Grade:                   | N/A   |
| Duration of Appointment: | 6 Months With Possibility of Extension          |
| Closing Date:            | 06 <sup>th</sup> August 2024                    |
| Reference Code:          | EOI2024/IRQ/174                                 |

*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 and Core Functions / Responsibilities

The Legal Assistance Program in Iraq addresses the urgent needs of internally displaced persons (IDPs), returnees, and host communities for identity and civil documentation, housing, land, and property (HLP) rights, as well as access to reparations and compensation schemes. Identity and civil documentation is essential for individuals to exercise their rights and access critical services such as education, health, and social protection. Without such documentation, displaced persons and returnees face significant barriers to enjoying their fundamental rights and achieving durable solutions. Furthermore, identity and civil documentation is necessary to secure HLP rights and apply for compensation and reparations. The Legal Assistance Program is being implemented across several Iraqi governorates including Al-Anbar, Baghdad, Dahuk, Kirkuk, Ninewa, and Salah Al-Din. It involves a comprehensive approach to addressing the legal needs of the target populations, including provision of direct legal services as well as research, advocacy and capacity building and development initiatives.

Under the general guidance of the Chief of Mission (CoM), the overall supervision of the Head of the Peacebuilding and Stabilization Division (PSD) and the direct supervision of Legal Assistance Program Coordinator, the consultant will be responsible for supporting the oversight of all aspects of legal assistance projects in Iraq.

### Core Functions / Responsibilities

1. Support the Program Coordinator in the design, development, management, and implementation of legal assistance projects for displaced populations, specially those targeting women and girls, including the thematic areas of HLP, access to justice, civil documentation, facilitated returns and durable solutions.
2. Assist in the management and distribution of projects' resources and materials.
3. Support the supervision and coordination of work of national staff.
4. Assist in the performance evaluation of national staff.
5. Support the provision of technical support and guidance on legal matters to national staff.
6. Support with the delivery of training sessions and workshops for staff and stakeholders.
7. Participate in field missions to assess needs and monitor project activities.
8. Contribute to the development of legal assistance strategies to support populations affected by displacement.
9. Collaborate with other programmes and divisions on joint programming and coordinated activities in and outside of camp settings.
10. Assist in the development and implementation of monitoring and evaluation frameworks.
11. Implement the legal assistance programme communications strategy, including the drafting of newsletters, success stories and other products.

12. Support the Programme Coordinator in liaising and coordinating with Government and non-Government stakeholders for development of strategies and implementation of advocacy interventions.
13. Engage in fundraising activities and contribute to proposal writing.
14. Assist in drafting reports covering legal assistance related activities; prepare briefings, reports and background notes including specific information requested by IOM, Government stakeholders, and other entities, and maintain project documentation and records.
15. Ensure compliance with organizational policies and standards in all projects' phases and aspects.
16. Perform such other duties as may be assigned.

#### Performance indicators for the evaluation of results

- Satisfactory completion of tasks indicated in this ToR.
- Initiative and consultation during completion of tasks.
- Fit for purpose nature of documents produced.

#### Education, Experience and/or skills required

- Master's degree in Law, International Relations, Political Sciences, or a related field from an accredited academic institution with two years of relevant professional experience; or,
- University degree in the above fields with four years of relevant professional experience.
- Experience working in the Middle East and North Africa region is an added value.
- Fluency in English is required. Arabic is considered an asset.

#### Travel required – Yes, Iraq wide

- Yes, this position requires travel to different Governorates in Iraq.

#### Languages:

- Fluency in English language is required.
- Fluency in Arabic language is an advantage.

#### Competencies

##### Values

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **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.

##### Core Competencies – behavioural indicators

- **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 action 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:**

Interested candidates are invited to submit their applications via this link:

<https://iraqdatacenter.iom.int/Vacancy/Apply/EOI2024IRQ174>

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: 23.07.2024 to 06.08.2024