



IOM International Organization for Migration

Open to Internal and External Candidates

Position Title	: National Reporting Officer
Organizational Unit	: Transition and Recovery Division
Duty Station	: Erbil - Iraq
Classification	: National Officer Category, NOA
Type of Appointment	: Special Short Term contract (SST)
Duration of Appointment	: Six (6) months with possibility of extension
Closing Date	: 05 th December 2024
Reference Code	: SVN2024/IRQ/244

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

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, internal candidates are considered as first-tier candidates.

Context:

IOM is a major actor in post-conflict recovery and reconstruction. Following the end of hostilities against ISIS, the return of millions of Iraqis is threatened by the large presence of harsh conditions in areas of return. The work of Transition and Recovery Division (TRD) within IOM Iraq is to remove the obstacles to durable solutions to the displaced population, support returnees in Iraq's conflict affected areas and lay the foundation for longer-term recovery, economic development and reconstruction in general.

Under the guidance of the Head of the Transition and Recovery Division and the direct supervision of the Programme Support Officer, the successful candidate will work closely with programme staff to ensure IOM Iraq's donor requirements and to continue to develop and expand its ongoing programming.

Core Functions / Responsibilities:

1. Lead on the consolidation and analysis of data and inputs on programme implementation and indicators, while coordinating with project managers for the drafting of regular progress reports to be submitted to donors, partners, IOM's Regional Office, and IOM's Headquarters.
2. Coordinate the systematic update of all TRD project support trackers, to ensure project managers and internal stakeholders have access to the most up-to-date information, by compiling inputs, being abreast of project developments, and reflecting the information on corresponding files.
3. Coordinate and compile reports and papers on IOM strategic approaches and priorities for internal and external distribution; and research, draft and present documents necessary for project development, reporting and donor liaison purposes.

4. Facilitate an accurate and timely information flow in the division, to contribute to the overall support to senior decision-making, by compiling and disseminating inputs on a variety of documents, including, but not limited to, project presentations, talking points, *ad hoc* donor reports, overviews, summary sheets, and institutional presentations.
5. Participate in the development of project proposals and concept notes, to fundraise and expand TRD's and IOM Iraq programming, by supporting the liaison and communication with technical teams for high quality inputs.
6. Coordinate overall data reporting for TRD projects, to ensure indicators communicated to donors and external audiences are accurate and reliable, by supporting the deployment and maintenance of data tracking tools in internal information management systems.
7. Support the planning of donor visits, to increase visibility and showcase IOM's activities on the ground, by coordinating transportation, drafting agendas and schedules, coordinating with the communications team for visibility requirements, and providing overall logistical support.
8. Perform such other duties as may be assigned.

Qualifications.

Education

- Master's degree in international relations, development aid, political science or in a related field from an accredited academic institution or
- University degree from an accredited academic institution, with minimum 2 years of relevant professional experiences as above.

Experience

- At least two years of relevant professional experience.
- Demonstrated experience in report writing, information management, drafting of talking points and presentations required.
- Experience in project development for donors funding post-conflict interventions is required.
- Experience in humanitarian programming in conflict and/or post-conflict settings is required.
- Experience in communicating concepts and ideas in form of presentations and data visualization is required.
- Experience in supporting the management and implementation of community-based projects, livelihood interventions, shelter, and/or infrastructure rehabilitation is desirable.
- Experience in Monitoring and Evaluation (M&E) is desirable.
- Experience in donor outreach, donor relationship, and event planning is desirable.

Skills

- Knowledge of UN, IOM and Non-Governmental Organization (NGO) mandates and programmes in the humanitarian response, Internally Displaced Persons (IDPs), post-conflict environment and development.
- Solid knowledge of MS Office, particularly MS Excel and Power Point.
- Solid communication skills, including presentations and drafting of thematic / overview documents and other programmatic materials.

Languages

- English, Kurdish and Arabic are required.
- Any other language is an advantage.

Required Competencies

The incumbent is expected to demonstrate the following values and 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 *level 2*

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

- Fosters a sense of team spirit by developing a shared understanding, accountability and enthusiasm for the team's work.
- Displays a high level of cultural awareness, sensitivity to different ways of working and leverages individual strengths in order to build a better team.
- Shares credit for team accomplishments and ensures that the contribution of others is recognized.
- Helps create a positive team spirit, putting aside personal considerations to help the team achieve its goals.

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

- Produces high-quality results and workable solutions that meet clients' needs.
- Anticipates constraints, identifies solutions and takes responsibility for addressing critical situations.
- Monitors own and others' work in a systematic and effective way, ensuring required resources and outputs.
- Aligns projects with Organization's mission and objectives and demonstrates a good understanding of the impact of team's and own work on external and internal counterparts.

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

- Disseminates and shares knowledge openly and actively contributes to knowledge/network communities for topics relevant to area of expertise.
- Encourages knowledge-sharing across units/departments and ensures that knowledge is captured, recorded and disseminated appropriately.
- Builds networks for the effective communication and exchange of knowledge and ideas and puts others into contact with various sources of knowledge.
- Contributes to an environment that is conducive to innovation and learning.

Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.

- Proactively seeks responsibility in delivering towards the goals of the Organization.
- Plans and organizes work with a clear and deliberate focus, ensuring commitments are easily identified and progress is widely communicated.
- Stands by the actions of team or department, publicly accepting ownership.
- Takes responsibility of own shortcomings and those of the work unit, where applicable.

Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

- Speaks and writes clearly and effectively.
- Seeks to share information with others, with due respect for diversity and the confidentiality of specific sensitive information.
- Listens and seeks to understand without bias, and responds appropriately.
- Shares information and keeps others up to date; actively seeks others' views and ideas and respects their contribution.

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).

Others

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa, and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

Internals of the Organization and NMS candidates, as well as external female candidates, will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

The appointment is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

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 a link:

<https://iraqdatacenter.iom.int/Vacancy/Apply/SVN2024IRQ244>

For an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

Posting period:

From 07.11.2024 to 05.12.2024