



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **Protection Assistant**
Organizational Unit: **Protection Unit**
Duty Station: **Duhok- Iraq**
Type of Contract: **Sub-Contract to Stars & Orbit**
Grade: **Equivalent to G4**
Duration of Appointment: **Three (3) months, with possibility of extension subject to satisfactory performance and funds availability**
Closing Date: **31st January -2022**
Reference Code: **CFA2022/IRQ/015**

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 Protection Coordinator, the overall supervision of the Protection Officer, the administrative supervision of the Head of Sub Office (HoSO) and the direct supervision of the Senior Protection Assistant the incumbent will be responsible for providing support to the activities of the mission.

Core Functions / Responsibilities

1. Provide counselling services and information provision to returning migrants through a protection centered case management approach.
2. Identify protection needs and vulnerabilities of migrants and refer to specialized protection services in case of need.
3. Assist beneficiaries with economic reintegration by using the appropriate tool and methods by developing an individual reintegration plan and provide referrals in case of need to service providers.
4. Timely update data collection tools (MIMOSA) to track the status of implementation of each case.
5. Conduct monitoring visits (remote and/or in person) to assess status of reintegration according to IOM M&E framework and tools.
6. Maintain confidential beneficiaries' files and information tracker according to IOM data confidentiality.
7. Procure and perform logistic activities according to IOM procedures and regulations to ensure provision of services and in-kind assistance.
8. Ensure gender and protection mainstreaming within all project activities.
9. Undertake duty travel as required.
10. Perform any of duties as may be assigned.

Required Qualifications

Education:

- Bachelor's degree in Law, Social Work, Social Science or any other related field from an accredited academic university or institute.

Experience and Skills:

- At least 2 years of work experience in the field of migration and/or protection.
- Experience in working with mixed migrant population on protection and direct assistance.
- Experience in communicating and working with a wide range of actors, including people of culturally diverse backgrounds, government and authorities, humanitarian actors (UN agencies and NGOs).
- 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, strong eye for detail and accuracy.

Languages:

- Fluency in English, Kurdish 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/20220117112535/hLINMKO3UYbEJGyfgurQpsR2q>

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: 17.01.2022 to: 31.01.2022