IOM International Organization for Migration

Open to Internal and External Candidates

Position Title	:	National Reporting Officer
Organizational Unit	:	Peacebuilding and Stabilization Unit (PSD)
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	:	19th December 2022
Reference Code	:	SVN2022/IRQ/290

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. Aapplications 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:

Since the 1980s, Iraq has been engulfed in multiple cycles of conflict and recovery, with the 1980-88 Iran-Iraq War, 1990-91 Gulf War, and 2003-11 Iraq War causing extensive loss of life and property and far-reaching consequences for stability and development. Now, once again, Iraq is emerging from a brutal conflict – this time with the Islamic State of Iraq and the Levant (ISIL). Between 2014 and 2017, the military campaign of ISIL had a devastating impact on individuals, families, and communities across the country, especially ethno-religious minorities. Thousands of people were killed or remain missing, and survivors of ISIL violence continue to grapple with the physical and/or psychological consequences of conflict. Further, as Iraq

IOM Iraq's Peacebuilding and Stabilization Division (PSD) aims to address the drivers of conflict and displacement through contextualized and community-driven social cohesion, livelihoods, mental health and psychosocial support (MHPSS), community infrastructure, and Preventing/Countering Violent Extremism (P/CVE) programming. PSD seeks to support IDPs and returnees to regain a sense of safety and dignity, while developing tools to deal with the past and restore hope and agency. IOM recognizes that restoring economic opportunities is not a panacea to prevent future violence, and that broader bottom-up efforts should continue to strengthen relations between citizens and the state.

Under the general guidance of the Chief of Mission (CoM)/and (DCOM), and the overall supervision of the Head of PSD and the direct supervision of the PSD Reporting Officer, the successful candidate will be responsible for contributing to reporting and monitoring and evaluating on IOM's community stabilization programming in Iraq. Specifically, the incumbent will carry out the following responsibilities:

Core Functions / Responsibilities:

1. Lead on the coordination and compilation of donor reports and strategic papers in accordance with IOM guidelines and donor requirements.

2. Monitor, evaluate, and contribute to reporting on IOM's community stabilization programming in Iraq, check that targets are met in accordance with relevant workplans and recommend ways to strengthen Programme quality and relevance.

3. In coordination with IOM's Monitoring, Evaluation, Accountability and Learning (MEAL) and Programme Support Units (PSU), support the Programme Coordinator in reviewing new proposals and result matrices to check that strong frameworks are in place to monitor project results and impact; provide technical guidance on how to report and analyze progress against the project results matrices.

4. Contribute technical inputs to programme design and development, supporting the development of concept notes, proposals, and project log frames.

5. Collect qualitative and quantitative feedback/data on PSD projects in coordination with field staff, project partners, and other local stakeholders, providing feedback and recommendations to strengthen the quality and relevance of Programme activities.

6. Contribute to the analysis and dissemination of information by checking the quality and accuracy of data and information collected and ensuring the timely entry into the appropriate databases.

7. Undertake travel in Iraq as requested, and perform other duties when required.

Qualifications.

Education

- Master's level degree in International Relations, Political Science or a related field from an accredited academic institution

- University degree from the above accredited academic institution with 2 years of relevant professional experience.

Experience

- At least 2 years of relevant work experience.
- Familiarity with donor reporting, programme development, and general grants management is required
- Familiarity with project monitoring, evaluation, and reporting is required
- Experience conducting research on and familiarity with the literature surrounding the intersection of conflict, security, and development is desirable.
- Experience in liaising and building effective partnerships with donors and government authorities and/or other national/international institutions, such as research institutions and local and international NGOs is desired
- Previous experience in Iraq or familiarity with the region an asset.

Languages

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

Skills

- Strong technical proficiency in written English with the ability to concisely synthesise complex thematics in a time efficient manner.
- Knowledge of UN and NGO donor reporting and proposal development processes
- Knowledge of M&E principles including logframe development, monitoring targets, and designing project evaluations.

Required Competencies

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

Values

- <u>Inclusion and respect for diversity:</u> respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- <u>Integrity and transparency:</u> maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- <u>Professionalism:</u> 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

<u>Teamwork:</u> 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.

<u>Delivering results:</u> 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.

<u>Managing and sharing knowledge:</u> 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/SVN2022IRQ290

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

Posting period:

From 05.12.2022 to 19.12.2022