

Open to Internal and External Candidates

Position Title	: Senior Cash based intervention Assistant
Organizational Unit	: Transition and Recovery Division
Duty Station	: Erbil (1 Positions), Baghdad (1 Position) - Iraq
Classification	: General Service Staff, Grade G6
Type of Appointment	: Special Short Term contract (SST)
Duration of Appointment	: Six (6) months with possibility of extension
Closing Date	: 05 <sup>th</sup> January 2022
Reference Code	: SVN2022/IRQ/303

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:**

Under the general guidance of Chief of Mission (CoM)/DCoM with close coordination with Head, Transition and Recovery Division, and the overall supervision of Programme Officer (CBI), and the direct supervision of the National Technical Cash Officer. The Senior Cash based intervention Assistant will perform the following duties:

**Core Functions / Responsibilities:**

1. Prepare monthly operational plans, coordinate with national cash technical cash officer on progress of CBI activities and provide feedback to ensure operational efficiency.
2. Coordinate with project field focal persons in all relevant units from all governorates to systematically track cash operational progress on the internal cash system to provide vital feedback on cash infrastructure setup, operational milestones, beneficiary redemption patterns and payment processes.
3. Plan and implement project activities and objectives, in line with the global & IOM cash standards in close coordination with the Programme Manager-CBI that includes the following:

- A. contribute in situational analysis, needs assessments, targeting beneficiaries in line with IOM vulnerability criteria, distribution of cards and monitoring of complaints;
  - B. Ensure market identification, assessments and software setup are conducted in preparation of cash project implementation; and,
  - C. Prepare and finalize all project contracts in coordination with Programme manager- CBI, Procurement and Legal units.
- 4. Provide technical capacity building to all relevant staff, service providers, beneficiaries and vendors in order to achieve outcome/impact-focused projects and accountability to beneficiaries in line with IOM and donor policies.
- 5. Maintaining a central and systematic information system whereby relevant project information, data and lessons are accessible for use as required. Ensure all cash project databases are updated and manage to reflect current state of implementation.
- 6. Participate in the development of Standard Operating Procedures (SOPs) for cash projects, including formulation of programme tools and methodology.
- 7. Support the Monitoring Evaluation Accountability and Learning (MEAL) unit in conducting their activities in regard to all cash projects; particularly managing the Accountability to Affect Population (AAP) response mechanism for cash.
- 8. Contribute in drafting relevant project reports including assessment reports, project progress reports and human-interest stories in coordination with the reporting officer.
- 9. Coordinate with Programme Coordinator and RMO to ensure best utilization of project budget.
- 10. Continuously enhance personal development by keeping abreast on currently global cash interventions. To present research to the CBI unit every six months on a current cash initiative that will improve IOM Iraq cash response.
- 11. Coordinate regularly with the Field Coordinator in implementing project plans.
- 12. Receive and ensure compliance of payments from different units
- 13. Ensure synergies with other IOM projects.
- 14. Performs such other duties as may be assigned.

#### **Qualifications;**

#### **Education**

- University degree in Sociology, Economics, International Relations or related field from accredited academic institution with 4 years of relevant professional experience

- Completed High School degree from accredited academic institution with 6 years relevant professional experience.

## Experience

- Experience in the humanitarian sector
- Computer/software literate, skills in excel, PowerPoint, kobo toolbox, and report writing.
- Strong knowledge of Accountability affecting population tools and methodologies;
- Proven ability to communicate effectively with vendors and beneficiaries;
- Familiar with innovative systems used in humanitarian sectors and skills of fast learning; and,
- Proven ability to manage self under pressure and stress and maintain ethical and professional conduct.

## Skills

- Experience in working in an international environment and in liaising with a variety of partners at all levels of the hierarchy.
- Ability to meet deadlines and work under pressure.
- Good level of computer literacy.
- Personal commitment, efficiency, flexibility, drives for results.
- Excellent communication and negotiation skills.
- Ability to present clear and concise information.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.

## 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.

***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/SVN2022IRQ303>**

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

***Posting period:***

From 22.12.2022 to 05.01.2023