

Open to Internal and External Candidates

Position Title	: Cultural Orientation Trainer
Organizational Unit	: Cultural Orientation
Duty Station	: Erbil – Iraq
Classification	: General Service Staff, Grade G5
Type of Appointment	: Special Short Term contract (SST)
Duration of Appointment	: Six (6) months with possibility of extension
Closing Date	: 10 th April, 2023
Reference Code	: SVN2023/IRQ/065

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 overall guidance of the Chief of Mission (CoM)/DCoM, under the overall supervision of Head of the unit and direct supervision of the Senior Project Assistant/Cultural Orient in Erbil and in coordination with the regional cultural orientation coordinator in Amman, Jordan, the incumbent's responsibilities will include the following:

Core Functions / Responsibilities:

1. Plan, Organize and conduct cultural orientation sessions for Australia-bound refugees under AUSCO in MENA region as needed;
2. Attend and participate in annual AUSCO trainings and workshops, participate in staff exchange programs when needed by the CO Coordinator;
3. Conduct (CO) for UK- bound refugees both within Iraq as well as throughout the region;
4. Conduct CO for France bound refugees in Iraq when needed;
5. Write lesson plans in accordance with CO Middle East curriculum objectives;
6. Implement student- centred activities in all CO classes;
7. Participate in and contribute to teacher trainings and staff development seminars;
8. Assist in the development of teaching materials, visual aids, and bulletin boards which supports the objectives of the CO curriculum;
9. Write and submit reports following TDY missions;
10. Assist to maintain CO MENA statistics;

11. Maintain inventories of all instructional supplies and order materials in direct consultation with the senior CO Coordinator on quarterly basis ;
12. Engage in self-directed study for professional development, including reading resettlement updates, language tutorials, attending CO related workshops and seminars;
13. In Coordination with IOM Operations department, obtain refugees contact information and make sure refugees are informed of their scheduled CO classes when needed;
14. Prepare class schedules and update CO tracking sheets for reporting purposes as directed by the Senior CO Coordinator
15. Assist Senior CO Coordinator submit monthly and quarterly program narrative and statistical reports;
16. Act as back up to the senior CO trainer in Erbil as needed;
17. Work cooperatively with all relevant IOM units including Operations, Administration and Finance, and the Chief of Mission as needed;
18. Identify means to ensure and maintain a high level of integrity consistent with the principles of the organization and the program, follow-up with implementation and monitoring;
19. Travel independently throughout the region to deliver Cultural Orientation classes, as required and at times on short notice
20. Perform other related duties as assigned.

Qualifications;

Education

- University degree in teaching or related field from an accredited academic institution with 3 years of relevant professional experience.
- Completed High School degree from accredited academic institution with 5 years relevant professional experience.

Experience

- Excellent Skills in MS Office applications, good internet skills.
- Personal qualities: Highly motivated with strong interest in humanitarian work, dynamic and energetic with strong personality to manage work pressure.
- Typing Skills: Excellent typing skills in English 50-60 w/m.
- Excellent knowledge in word processing, and experience in using database. Team Player
- Experience in working in an international environment and in liaising with a variety of partners at all levels of the hierarchy.
- 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, ability to handle confidential matters
- Ability to meet deadlines and work under pressure.
- commitment, efficiency, flexibility, drive for results

Languages

- Fluency in English, Arabic and Kurdish 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/SVN2023IRQ065>

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

Posting period:

From 27.03.2023 to 10.04.2023