



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **Childcare Provider**
Organizational Unit: **Cultural Orientation**
Duty Station: **Erbil- Iraq**
Type of Contract: **Daily Sub-Contract to Stars Orbit Consultant and Management Development/ Daily**
Grade: **Ungraded**
Duration of Appointment: **Three (3) months, with possibility of extension subject to satisfactory performance and funds availability**
Closing Date: **2nd July 2023**
Reference Code: **CFA2023/IRQ/169**

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 overall supervision of the Movement Operations Manager and the direct supervision of the Senior Project Assistant/Cultural Orient, the incumbent will perform the following duties,

Core Functions / Responsibilities

1. Support RSC and Non – RSC activities by providing childcare services to applicant children while their family member(s) or guardian(s) participate in interviews, counselling sessions, cultural orientation classes and other activities related to the USRAP and Non-USRAP in Erbil.
2. Provide compassionate, age-appropriate and safety-sensitive childcare to children ranging from infants to age 13 and sometimes higher age children as required.
3. Lead basic learning activities and games designed for a wide range of ages, including activities and games related to the process of resettlement and life in resettlement countries.
4. Safeguard all materials in designated childcare areas, including toys, books, learning materials, posters and furniture.
5. Alert the Senior Project Assistant, RSC MENA if childcare materials are damaged or missing, and keep the Senior Project Assistant, Cultural orientation, RSC MENA informed of ongoing material needs.
6. Assist Supervisor to maintain daily starts related to childcare services, example, number of children attend childcare.
7. Maintain a clean and safe childcare environment by tidying designated childcare areas throughout the workday and assisting cleaning staff members with vacuuming, dusting and removing garbage as needed.
8. Provide applicant children with food and water as needed, ensuring they are consumed in a safe and hygienic manner.

Required Qualifications

Education:

- Completed high school degree from an accredited academic institution with 2 years of relevant professional experience.

Experience and Skills:

- Experience in working/ dealing with children is preferred.
- Previous experience in childcare and nursery settings is preferred.
- Strong communication skills.
- Problem solving skills.
- Time management skills.
- Compassion, empathy, and enthusiasm.

Languages:

- Fluency in 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 a 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 culture, 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/20230622120955/8ygYQH7L9OClzqZjmDGe6Kpx1>

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: 22 June 2023 to 2 July 2023