



Organization or Agency: **International Organization for Migration (IOM)**  
Position Title: **Protection Assistant**  
Organizational Unit: **Protection Division**  
Duty Station: **Ninawa (West Mosul) - Iraq**  
Type of Contract: **Sub-Contract to Stars Orbit Consultants and Management Development**  
Grade: **Equivalent to G5**  
Duration of Appointment: **Three (3) months, with possibility of extension subject to satisfactory performance and funds availability**  
Closing Date: **20<sup>th</sup> September 2023**  
Reference Code: **CFA2023/IRQ/216**

*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 of the 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 successful incumbent will perform the following duties:

#### **Core Functions / Responsibilities**

1. Assist in the timely and effective implementation of protection unit field activities.
2. Conduct protection monitoring, collect high quality information through direct observation, focus group and community discussions, and key informant interviews in accordance with IOM's guidelines and SOPs.
3. Conduct community meetings, FGDs, and other direct community activities as part of protection monitoring.
4. Identify protection trends and closely coordinate with supervisor to respond and report such concerns.
5. Identify and respond appropriately to beneficiaries with protection needs including through referrals, case management, and emergency cash assistance.
6. Refer beneficiaries to key service providers in accordance with IOM guidelines and SOPs.
7. Provide comprehensive case management services in accordance with IOM guidelines and SOPs.
8. Ensure all protection activities and cases are individually documented, filed and up to date in IOM share point.
9. Maintain and update electronic databases and records for each client and keep detailed notes of all casework activities.
10. Conduct and facilitate regular community engagement and awareness raising activities as required.
11. Support Protection Focal Points' community mobilization activities.
12. Support the development of referral service mapping. Collect information on access to services and provide regular updates on changes to services available.
13. Ensure the protection safe space is open and staffed during working hours, and that minimum standards are maintained.
14. Attend relevant meetings at the request of the Senior Protection Assistant.
15. Carry out any delegated activities as assigned by line manager or senior management at the field level.
16. Provide detailed updates of activities within your designated field site.

17. Complete all protection training assigned by the Senior Protection Assistant, National Protection Officer, Protection Officer, or Protection Coordinator.
18. Perform any other tasks assigned by the Senior Protection Assistant.

## Required Qualifications

### *Education:*

- Bachelor's degree in law, social work, social sciences or any relevant field from an accredited academic university or institute.

### *Experience and Skills:*

- Minimum 3 years of relevant professional experience, preferably within a protection role.
- Experience in providing direct assistance to beneficiaries.
- Experience working within challenging environments.
- Experience in organizing events, workshops, and meetings.
- Experience with raising awareness in the public domain.
- Experience working with governmental, non-governmental institutions and UN agencies preferred.
- Demonstrated ability to maintain confidentiality, respect, non-discrimination, and safety of clients at all times.
- Good written and oral communication skills, effective in representation and liaison with external parties (required).
- Ability to organize work, work independently and prioritize work under pressure, coordinate multiple tasks and maintain attention to detail (required).
- Good interpersonal and problem-solving skills.
- Flexibility in working overtime when needed.
- Computer literacy (Microsoft Word and Excel).
- Willing to collaborate with and support people from different ethnic groups and different religions.
- Demonstrated interest in humanitarian work and supporting people effected by conflict.

### *Languages:*

- Fluency in English 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/20230906081204/vq9IU3rbCOne1d6Z8WpHPcgwG>

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: 06 September 2023 to 20 September 2023