



Organization or Agency: **International Organization for Migration (IOM)**  
Position Title: **Protection Assistant**  
Organizational Unit: **Protection Division**  
Duty Station: **Baghdad – Iraq**  
Type of Contract: **Sub-Contract to Stars Orbit Consultants and Management Development**  
Grade: **Equivalent to G5**  
Duration of Appointment: **Six (6) months with possibility of extension subject to satisfactory performance and funds availability**  
Closing Date: **3 December 2023**  
Reference Code: **CFA2023/IRQ/264**

*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 National Protection Officer, the candidate will support in the implementation of the project “Supporting the Return of Displaced Population in Ninewa Plains and West Ninewa Programme” and perform the following duties:

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

1. Support in the implementation of the “Supporting the Return of Displaced Population in Ninewa Plains and West Ninewa Programme” by identifying and providing case management support to potential vulnerable Iraqis that may be considered beneficiaries of the project.
2. Support the implementation of protection activities, including assistance to vulnerable individuals, and counter-trafficking case management. Core activities include, but are not limited to case management including counselling, referrals to protection services and support through legal proceedings, provision of information, and return and reintegration support.
3. Identify protection needs and gaps of Iraqis in vulnerable situations and coordinate a timely and safe referral to specialized protection services in case of need; Support in pre-departure counselling and assistance as well as return travels in coordination with receiving missions.
4. Support the identification and analysis of protection issues and trends.
5. Assess the needs of victims of trafficking and individuals with GBV concerns and support them in planning for safety, following internal operating procedures and protocols, designed according to the IOM Iraq SoPs and global IOM GBViC and TIP frameworks.
6. Maintain and update electronic databases and records for each client and keep detailed notes of all direct casework activities.
7. Support in conducting monitoring and evaluation activities.
8. Support mainstreaming of gender and protection during the implementation of protection activities.
9. Undertake duty travel as required.
10. Perform such other duties as may be assigned by the programme management.

## Required Qualifications

### *Education:*

- Bachelor's degree from an accredited academic university or institute.

### *Experience and Skills:*

- Minimum 3 years of related working experience.
- Experience in case management, counter-trafficking, and assistance to vulnerable individuals.
- Experience in monitoring and evaluation is an asset.
- Experience in communicating and working with a wide range of actors, including people of culturally diverse backgrounds, government and authorities, humanitarian actors (UN agencies and NGOs).
- Experience working in development or humanitarian programming (specifically in International or National NGO/UN) is an asset.
- Computer literacy with specific proficiency in Microsoft applications to include Power BI.
- Reliable, efficient, high level of professionalism, and organizational skills.
- Good analytical skills for financial data, strong sense of details and accuracy.
- Ability to prepare clear and concise reports.
- Experience in data management and visualization to include knowledge in using power BI.

### *Languages:*

- Fluency in English and Arabic is required,
- Working knowledge in Kurdish is an advantage.

### *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/20231119144720/WCQy4KJiS7EULHjuX9P1hV0D6>

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: 19 November 2023 to: 3 December 2023