

Open to Internal and External Candidates

Position Title	: Senior Livelihoods Technical Assistant
Organizational Unit	: Transition and Recovery Division
Duty Station	: Dohuk - Iraq
Classification	: General Service Staff, Grade G7
Type of Appointment	: Special Short Term contract (SST)
Duration of Appointment	: Six (6) months with possibility of extension
Closing Date	: 23 rd May 2024
Reference Code	: SVN2024/IRQ/129

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:

IOM is a major actor in post-conflict recovery and reconstruction, and as such is heavily involved in livelihoods development and job creation programmes. IOM's strengths lie in its field presence around the country and operational capacity to rebuild community infrastructure, conduct vocational and other trainings, providing grant funding at local level to support business development and a variety of other areas key to recovery.

Under the general guidance head of Transition and Recovery Division, and the direct supervision of the National Livelihoods Officer in close coordination with the Livelihoods Technical Lead and the Regional Coordinator, the incumbent will be responsible for assisting programmes related to Transition and Recovery Division under the area of responsibility, the incumbent will be responsible for the following duties:

Core Functions / Responsibilities:

1. By working in close coordination with Team Leaders in each governorate within the assigned region and the national operations officer (NOO) for that region, provide technical guidance to Returns and Recovery (RRU) staff to implement all activities under the livelihoods portfolio, in line with all livelihoods tools, policies and procedures;
2. Provide advice and guidance to the regional team to conduct livelihoods assessments including labour market and supply chain mapping, in line with livelihoods technical tools;

3. In coordination with team leaders and community engagement technical teams in the assigned region, provide advice to team to assist in the identification and selection of individuals for livelihoods assistance, in line with livelihoods guidelines and policies;
4. Assist Team Leaders to identify partners and create opportunities with local authorities, associations, chambers of commerce/ industry to implement IOM's livelihoods projects
5. Provide support to RRU teams to support selected individuals by facilitating orientation meetings and/or business trainings and/or counseling as necessary and provide support to them in the formulation of their business plans;
6. Travel to all project sites in designated region (and as needed to other regions) and monitor individuals who have received IOM livelihoods assistance, EDF support and ensure that activities are being carried out in accordance with livelihoods guidelines and provide guidance to the team leaders to make necessary improvements of changes to livelihoods service delivery;
7. Follow up with the field teams to quality check data and service delivery and follow up with the workplans and make recommendations, in coordination with Team Leaders;
8. Organize and conduct satisfaction and feedback surveys in order to improve future livelihoods projects, provide guidance to the livelihoods team and Team Leader to improve delivery of livelihoods assistance;
9. In coordination with team leaders and community engagement technical teams, consider and present strategies to strengthening the operational and implementation skills and suggest capacity building strategies to correctly and fully maintain a proper operational system, under the guidance of the National Livelihoods Officer and Team Leader.
10. Develop and maintain internal control and compliance processes and recommend to Technical Lead and National Livelihoods Programme Officer how to strengthen those controls;
11. Perform such other duties as may be assigned by supervisor

Qualifications;

Education

- University degree in administrative, Computer Science or a related field from an accredited academic institution with 5 years of relevant professional experience
- Completed High School degree from accredited academic institution with 7 years relevant professional experience.

Experience

- Demonstrated proficiency with Office applications, including Excel, PowerPoint, word as well as good knowledge working with databases and online applications.
- Minimum 3 years of relevant experience in social projects/community stabilization though a gender point and experience with international organization is an advantage.
- Previous working experience with NGOs, international organizations, health institution or a busy finance/administration office would be a distinct advantage
- 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/SVN2024IRQ129>

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

Posting period:

From 09.05.2024 to 23.05.2024