



Organization or Agency: **International Organization for Migration (IOM)**  
Position Title: **Senior Protection Assistant**  
Organizational Unit: **Protection Division**  
Duty Station: **Ninawa-Iraq**  
Type of Contract: **Sub-Contract to Stars Orbit Consultants and Management Development**  
Grade: **Equivalent to G7**  
Duration of Appointment: **Six (6) months, with possibility of extension subject to satisfactory performance and funds availability**  
Closing Date: **22 July 2024**  
Reference Code: **CFA2024/IRQ/168**

***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 Head of Protection Division, and the overall supervision of the Protection Coordinator, and the direct supervision of the Protection Officer, the incumbent will be responsible for coordinating and monitoring direct implementation of protection activities in Ninewa. The Senior Protection Assistant will provide support in protection activities relating to general Protection, Counter-Trafficking, and Gender-Based Violence.

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

1. Support the technical supervision and day-to-day management of the Protection teams in the respective locations and ensure quality programming is being implemented in compliance with IOM guidance and values.
2. Contribute to the drafting of internal/external reports/ protection analysis according to IOM and donors' requirements ensuring that reports are of a high quality and submitted in a timely manner.
3. Draft monthly and weekly work plans and ensure protection activities are implemented and reported accordingly.
4. Maintain constructive relationships with community leaders, local government counterparts, and service providers in coordination with other IOM sectors and according to IOM protection standards and principles.
5. Engage with civil society and grassroots organizations to identify their needs for protection capacity building and facilitating the discussion of transitioning aid to local actors.
6. Identify staff needs related to technical capacity and Provide training and workshops on protection topics to other protection and non-protection workers within IOM.
7. Ensure that all protection high risk cases are prioritized and addressed according to IOM case management SOPs.
8. Supervise the correct documentation and compilation of CM forms in accordance with all CM steps and related tools and procedure and ensure proper follow up on case management services.
9. Provide guidance and support to the Protection team through leading assessments, protection activities and protection monitoring in areas of return and/or camp settings.

10. Participate in the Mission's Protection from Sexual Exploitation and Abuse (PSEA) efforts by ensuring all team members supervised are fully trained on PSEA, providing information to PSEA focal points in other programs, and reinforce reporting procedures among staff.
11. Promote and facilitate gender and protection mainstreaming within all project activities.
12. Identify and document good practices and lessons learned; contribute to the development of Standard Operations Procedures (SOP), policies and concept papers and support the development of new projects.
13. Perform such other duties as may be assigned.

## **Required Qualifications**

### ***Education***

- University degree in 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:***

- Experience in the field of migration and/or protection.
- Prior experience in working with mixed migrant population (especially victims of trafficking and survivors of gender-based violence) on protection and direct assistance.
- 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).
- Competency in Microsoft software and PowerPoint
- Detail-oriented, reliable, efficient, high level of professionalism, organizational skills and ability to work under pressure and adhere to strict deadlines.
- Good analytical skills, strong eye for detail and accuracy.

### ***Skills:***

- Experience in case management, Counter Trafficking, AVRR, and/or Gender-Based Violence, or other protection programming (required).
- Experience in managing and/or implementing projects.
- Experience in delivering Protection trainings to internal and external audiences (required).
- Good written and oral communication skills, effective in representation and liaison with external parties (required).
- Good interpersonal and problem-solving skills (required).
- Flexibility in working overtime when needed (required).
- Computer proficiency (Microsoft Word and Excel, and PowerPoint) (required).
- Willing to collaborate with and support people from different ethnic groups and different religions (required).

### ***Languages:***

- English and Arabic are required.
- Any other language is an advantage.

## Competencies

The incumbent is expected to demonstrate the following values and competencies:

**VALUES** - All SOC staff members must abide by and demonstrate these five values:

**Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

**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.

**Courage:** Demonstrates willingness to take a stand on issues of importance.

**Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

**CORE COMPETENCIES** - Behavioural indicators – Choose a level.

**Teamwork:** Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

**Delivering results:** Produces and delivers quality results in a service-oriented and timely manner. Is action oriented and committed to achieving agreed outcomes.

**Managing and sharing knowledge:** Continuously seeks to learn, share knowledge and innovate.

**Accountability:** Takes ownership for achieving the Organization's priorities and assumes responsibility for own actions and delegated work.

**Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

### ***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/20240708115219/Vn46PSy1EcLwxrp8B2mTJht3z>

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: 08 July 2024 to 22 July 2024