



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **Protection Assistant (Migrant Protection and Assistance)**
Organizational Unit: **Protection Division**
Duty Station: **Duhok – Iraq**
Type of Contract: **Sub-Contracted 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: **1 August 2024**
Reference Code: **CFA2024/IRQ/175**

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 Protection Coordinator, the administrative supervision of the Head of Sub Office (HoSO) and the direct supervision of the National Protection Officer, the successful candidate will perform the following duties:

Core Functions / Responsibilities

1. Support the implementation of migrant protection activities, including assistance to vulnerable migrants, counter-trafficking case management, and Assisted Voluntary Return and Reintegration (AVRR) activities through a protection centered case management approach. 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.
2. Identify protection needs and gaps of migrants 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.
3. Assist beneficiaries returning to Iraq with post arrival assistance and reintegration support by using appropriate tools and screening methodologies through the administration of vulnerability screening and the joint development of an individual reintegration plan; provide referrals in case of need to service providers.
4. Timely update data collection tools (MIMOSA) to track the status of implementation of each case and oversee the timely entry of data of the Teams supervised.
5. Support implementation of family tracing and assessment according to IN/208.
6. Implement protection activities in coordination with other IOM sectors and according to IOM protection standards and principles.
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 in a related field from an accredited academic university or institute with 3 years of relevant professional experience, or:
- Completed highschool diploma degree with 5 years of relevant professional experience.

Experience and Skills:

- 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, Kurdish and Arabic is required.

Competencies

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

VALUES - All IOM 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 – Level 1

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/20240723153340/e2V5vT7F6ABcM4RhgtlDmu0Gx>

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: 23 July 2024 to: 1 August 2024