



Organization or Agency: **International Organization for Migration (IOM)**  
Position Title: **Senior Livelihoods Program Associate**  
Organizational Unit: **Transition and Recovery Division**  
Duty Station: **Salah Al-Deen- Iraq**  
Type of Contract: **Sub-Contract to Stars Orbit Consultants and Management Development**  
Grade: **Equivalent to G6**  
Duration of Appointment: **Six (6) months, with possibility of extension subject to satisfactory performance and funds availability**  
Closing Date: **16 October 2024**  
Reference Code: **CFA2024/IRQ/217**

*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:**

IOM is a major actor in post-conflict recovery and reconstruction, and as such is heavily involved in livelihood development and job-creation programming. IOM's strengths lie in its field presence around the country and operational capacity to rebuild community infrastructure, conduct vocational and other trainings, providing grand funding at local level to support business development and a variety of other areas key to recovery. Under the general guidance of the Head, Senior Operations Coordinator (Ret&Recov), the overall supervision of the Programme Coordinator, the administrative supervision of the Head of Sub Office (HoSO) and the direct supervision of the National Operations Officer, the incumbent will be responsible for assisting programs related to return and recovery under the area of responsibility as below:

### **Core Functions / Responsibilities**

1. Provide support to the Livelihood Programme Associates in all locations where TRD is active in Salahaldin during roll-out of livelihood activities, including trainings of staff in preparation for activities and direct support during the various stages of activity implementation.
2. Provide direct support specifically to the implementation of IOM's Enterprise Development Fund (EDF), Individual Livelihoods Assistance (ILA), Employment for Public Work ( EPW), including backstopping for verification process during the lifespan of the EDF grant; support to M&E process during and after the grant process, making recommendations for improving the post-grant oversight and evaluation tools; and, providing feedback and advice on EDF criteria, participating in relevant workshops and review sessions when required.
3. Provide support during livelihoods assessments including labor market assessments, supply chain and/or value chain mapping, and assessments for IOM's SME grant-based activities - and assist in identifying business development needs and growth sectors in the geographic areas covered by IOM livelihood activities.
4. Maintain a high level of understanding of IOM's livelihood technical portfolio, ensuring participation in and full understanding of any reviews and revisions in SOPs, guidelines, and assessment tools.
5. Assist in conducting capacity building training on all IOM livelihood activities, including EDF, when necessary, in coordination with the TRD livelihoods technical team.

6. Assist the unit to identify relevant stakeholders and create new opportunities with national or local associations, chambers of commerce / industry, and partners for IOM's livelihoods programmes.
7. Fulfill responsibilities of SME trainer using IOM-selected methodology, which includes conducting Business Development Service (BDS) training for IOM supported beneficiaries to assist them in a business start-up or to enhancing their business.
8. Participate in appropriate selection of project beneficiaries by conducting interviews, registering, and profiling applicants using specific agreed criteria.
9. Support IOM selected beneficiaries by facilitating orientation meetings and/or one-to-one counseling sessions as necessary and support them in the formulation of their business plans.
10. Travel to project sites on a regular basis to monitor individuals who have received IOM livelihoods assistance, ensure that activities are being carried out in accordance with livelihoods guidelines and provide guidance to the Livelihoods Program Associates to make necessary improvements or changes to livelihoods service delivery.
11. Monitor all distributions of cash grants, tools and equipment for both quality and quantity and support relationship management with vendors in project locations.
12. Organize and conduct satisfaction and feedback surveys to improve future livelihoods projects.
13. Monitor achievements in accordance with work plans and report progress to the Livelihoods Team and relevant Team Leader to improve delivery of livelihoods assistance.
14. Coordinate with field staff and the Information Management (IM) unit to maintain up-to-date and accurate beneficiary data in the IOM Portal.
15. Perform such other duties as may be assigned by supervisor.

## Required Qualifications

### *Education:*

- Bachelor's degree in social sciences, economics, business management from an accredited academic university or institute with 4 years of relevant professional experience, or:
- Completed highschool diploma with 6 years of relevant professional experience.

### *Experience and Skills:*

- experience in social projects/community stabilization though a gender point and experience with international organization is an advantage.
- 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, ability to handle confidential matters.
- Ability to meet deadlines and work under pressure.

### *Languages:*

- Fluency in English and Arabic.
- Working knowledge of 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.

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

- **Leadership:** Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.
- **Empowering others:** Creates an enabling environment where staff can contribute their best and develop their potential.
- **Building Trust:** Promotes shared values and creates an atmosphere of trust and honesty.
- **Strategic thinking and vision:** Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- **Humility:** Leads with humility and shows openness to acknowledging own shortcomings.

***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/20241002110337/sf4Z0taHEDFONQ5pullLe8PKiG>

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: 2 October 2024 to: 16 October 2024**