



Organization or Agency: **International Organization for Migration (IOM)**  
Position Title: **Project Assistant- Livelihoods**  
Organizational Unit: **Transition and Recovery Division**  
Duty Station: **Anbar (Ramadi)- 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: **15 December 2024**  
Reference Code: **CFA2024/IRQ/267**

*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 Senior Operations Coordinator (Ret&Recov), the overall supervision of the Programme Coordinator (Transition & Recovery), the administrative supervision of the (Head of Sub-Office (HoSO) and the direct supervision Team Leader, the successful incumbent will be responsible for assisting programs related to return and recovery under the area of responsibility as below:

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

1. Support the implementation of all activities under the livelihood's portfolio of the Transition and Recovery Division (TRD) as guided by the Team Leader, in line with livelihoods technical tools.
2. Participate in assessments including labor market assessments and supply chain mapping, under the guidance of the Senior Livelihood Programme Associate and Program Coordinator.
3. Assist in the mapping of service providers for Vocational Training, On-Job-Training, Job Placement, and Farming Training as required.
4. Identify and coordinate with potential private companies for the implementation of job placements, and On-Job-Training.
5. Support appropriate selection of project beneficiaries by conducting interviews, registering, and profiling applicants using specific criteria.
6. Support IOM selected individuals by facilitating orientation meetings, business trainings, and/or one-to-one counseling sessions as necessary and support them in the formulation of their business plans.
7. 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 Senior Livelihood Programme Associate in order to make necessary improvements or changes to livelihoods service delivery.

8. Verify distributions of tools and equipment for both quality and quantity and that relationship management with vendors is maintained in project locations.
9. Organize and conduct satisfaction and feedback surveys in order to improve future livelihoods projects.
10. In coordination with the Senior Livelihood Programme Associate, coordinate with the relevant government authorities, business associations and private sector companies to implement IOM's livelihoods projects.
11. Monitor achievements in accordance with work plans and report progress to the Livelihoods Team and Team Leader to improve delivery of livelihoods assistance.
12. Coordinate with field staff and the Information Management (IM) unit to maintain up-to-date and accurate beneficiary data in the IOM Portal.
13. Provide support as required for the implementation of other elements of field team activity including those related to community engagement, shelter and engineering.
14. 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 3 years of relevant professional experience, or;
- Completed high school diploma degree with 5 years of relevant professional experience.

### *Experience and Skills:*

- Relevant experience in social projects/community stabilization though a gender point and experience with international organization is an advantage.
- Excellent communication and negotiation skills.
- Experience in conducting business development capacity building trainings.
- 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 is required.
- Any other language is an asset.

## 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 – 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/20241205123434/dqIXutGSlyjv5x1iswDVrLF9W>

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: 5 December 2024 to 15 December 2024