



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **National Government Liaison Officer-PVE and Rehabilitation**
Organizational Unit: **Peacebuilding Stabilization Division**
Duty Station: **Baghdad IZ - Iraq**
Type of Contract: **Sub-Contract to Stars Orbit Consultants and Management Development**
Grade: **Equivalent to NOA**
Duration of Appointment: **Three (3) months, with possibility of extension subject to satisfactory performance and funds availability**
Closing Date: **24 December 2024**
Reference Code: **CFA2024/IRQ/272**

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 Iraq's PVE program aims at analyzing and addressing underlying drivers, motivations and vulnerabilities to violent extremism that may arise in context of marginalization, exclusion, human rights violations, social isolation, exposure to radical ideologies, and lack of livelihood opportunities. To address these factors, IOM relies on its institutional strengths as building blocks for its efforts to address local conditions that are conducive to violent extremism. Working at the institutional, community and individual levels, IOM Iraq supports a whole-of-society approach to understanding and addressing underlying vulnerabilities and building community and individual resiliency.

In this context, IOM's Peacebuilding and Stabilization Division is supporting the Government of Iraq (GoI) to roll out its "National Strategy to Combat Violent Extremism," adopted in 2019 by the National Security Council and Endorsed by Prime Minister in 2021 as well as the coordination of the Rehabilitation and Transitional Services Taskforce (RTS TF) under the Technical Working Group (TWG) for the Implementation of the Global Framework Global Framework for the Return of Third Country Nationals from northeast Syria in Iraq.

Under the general guidance of the Senior Programme Coordinator (Peace Bldg&Stabl), the overall supervision of the Return and Reintegration Program Officer, the administrative supervision of the Head of Sub Officer (HoSO) and the direct supervision of the Programme Officer (PVE), the successful incumbent will lead on and provide support for the PVE program and play a key role in ensuring government liaison efforts are smooth and senior events are well executed.

Core Functions / Responsibilities

1. Support all communications with ONSA and other GoI entities as delegated, including preparing letters, and coordinating meetings and preparing meeting notes.
2. Support coordination with government counterparts for the facilitation all required PRs relating to PVE and Transitional Rehabilitation senior events, and ensure meeting compliance standards.

3. Assist in the coordination and monitoring of daily administrative tasks of the PVE programme, including development and standardization of forms and templates (reports, questionnaires, surveys, profiles and applications, feedback and interviewing and monitoring forms).
4. Ensure effective coordination with the PVE National Officer and Taskforce Coordination Officer in the timely and detailed submission of PRs and any other relevant documentations for events, conferences, and workshops during the period of programme implementation.
5. Liaise with IOM's legal department and other relevant staff to ensure the accurate and correct filing of visa applications and traveling documents for GoI participants.
6. Prepare and review any required Note for File (NFFs), meeting minutes and other documents and reports. Ensure organizing and keeping of project files and documents in an established filing system.
7. Support the drafting and / or translating English to Arabic or Arabic to English of government communication and letters relating to PVE programme as well as other relevant materials as it may apply.
8. Coordinate and monitor the work of the translators and interpreters, ensuring timesheets are accurately submitted.
9. Identify bottlenecks in project implementation and work with the Program Manager and other relevant members to identify viable solutions.
10. Ensure information sharing, coordination and communication within the team and with other teams and management.
11. Perform such other duties as may be assigned.

Required Qualifications

Education:

- Master's degree in international relations, Development studies, Social Sciences, Business Management, Public Administration, or any related field from an accredited academic university or institute; or
- Bachelor's degree in the above mentioned fields with an additional 2 years of relevant experience.

Experience and Skills:

- Strong experience in coordinating successfully with ONSA and other senior GoI officials.
- Demonstrated experience in events management, with financial management and oversight background.
- Technical knowledge in PVE, peacebuilding, rehabilitation, or other relevant programs in Iraq.
- Strong organizational, coordination, and diplomatic skills, with the ability to manage complex stakeholder relationships.
- Experience in communicating and working with a wide range of actors, including government authorities and humanitarian actors.
- Excellent writing and reporting skills, with a focus on creating clear, concise, and official documentation for government partners and donor reporting.

Languages:

- Fluency in English and Arabic is required.

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 2

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/20241210121859/tOxJvEzoYNc6rh4nP2jgULIQ3>

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:10 December 2024 to: 24 December 2024