



Organization or Agency: **International Organization for Migration (IOM)**  
Position Title: **Transition and Recovery Team Leader**  
Organizational Unit: **Transition and Recovery Division**  
Duty Station: **Anbar (Ramadi)- Iraq**  
Type of Contract: **Sub-Contract to Stars & Orbit**  
Grade: **Equivalent to G7**  
Duration of Appointment: **Six (6) months, with possibility of extension subject to satisfactory performance and funds availability**  
Closing Date: **24<sup>th</sup> January 2022**  
Reference Code: **CFA2022/IRQ/008**

*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 Head, Transition and Recovery Division, the administrative supervision of the Head of Sub Office (HoSO) and the direct supervision of the Program Coordinator, the incumbent will be responsible for assisting programs related to reintegration under the area of responsibility as below:

#### Core Functions / Responsibilities

##### Programme Implementation

1. Support and supervise the implementation of all operational activities under the Transition and Recovery Division (TRD) within the area of responsibility of the Team Leader.
2. Work in close coordination with the Regional Technical Advisors (RTAs) in the respective region and related staff to ensure proper implementation of assigned activities and integrate new activities and processes related to Livelihoods, Infrastructure and Community Engagement.
3. Lead efforts in the selection of communities, assessments, and development and finalization of IOM Implementation Plans in close coordination with the team members, Thematic Leads and Regional Coordinators.
4. Based on agreed processes and using common tools, manage and support the team with the identification and prioritization of beneficiaries for all TRD operational activities.
5. Assist in the review and endorsement of the cases submitted to the National Operations Officer for final approval.

##### Information Management

6. Regularly communicate issues to the Program Coordinator to be addressed immediately and conduct validation visits for random samples of different activities and ensure tracking of payments.
7. Work in close coordination with Information Management Assistants and TRD field team in the respective governorate to ensure accurate and timely entry of data in the MIS system on a bi-weekly basis.

8. Provide a comprehensive narrative on operational activities and challenges using the reporting tool on a bi-weekly basis and send to the Regional Coordinator for clarification and validation.
9. Act as a Public Information (PI) focal point in each governorate to assist in content development for public information and visibility purposes.
10. Fulfil all assigned responsibilities for Monitoring and Evaluation, using M&E tools for data collection purposes to ensure that implementation is being carried out effectively and in accordance with TRD guidelines.

## **Management and Coordination**

11. Fulfill the functions of direct manager for the members of the field team and monitor the progress of team's work by relaying timely updates to the Regional Coordinator based on work plans.
12. Coordinate with the regional administrative focal point to ensure that payments and deliveries are occurring on time.
13. Assist the National Operations Officer in the follow up of the members of the team within the Area of Responsibility to identify bottlenecks, seek technical advice, and provide orientation according to IOM standard operating procedures and TRD's technical procedures.
14. Maintain healthy and trusted work environment between team members and support career development of the team members through continual coaching combined with transparent unbiased evaluation with aim to develop individuals.
15. Participate in internal coordination meetings within the area of responsibility, including those meetings organized by the Head of Sub Office, Thematic Leads and/or Regional Coordinator.
16. In coordination with the Program Coordinator and (NOO), attend and participate in meetings with external partners (U.N., INGO, NNGO) and support the Regional Coordinator and NOO in the promotion of partnerships and synergies with other external actors within the area of responsibility.
17. In coordination with the Head of Sub Office and relevant management, ensure good coordination with relevant local authorities and governments in relation to the implementation of TRD activities.
18. Perform such other duties as may be assigned by supervisor.

## **Required Qualifications**

### ***Education:***

- Bachelor's degree in Social Science or any other related field from an accredited academic university or institute.

### ***Experience and Skills:***

- Minimum 5 years of relevant experience in social projects/community stabilization though a gender point and experience with international organization is an advantage.
- Hands on experience implementing livelihoods income generation projects
- Experience in staff supervision and team capacity building
- Experience conducting community engagements and stakeholder analysis
- Problem solving and skills
- Reporting writing and presentational skills

### ***Languages:***

- Fluency in English and Arabic is required.

### ***Behavioral Competencies***

- Work prioritization and ability to multitask.
- Shares knowledge and experience.
- Positive, constructive attitude.
- Ability to work and act under pressure with discretion in politically sensitive environment with a minimum of comfort.
- Responds positively to critical feedback and differing points of view.
- Ready to work independently, under tight deadlines.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Ability to work in a multi-cultural team environment with a positive attitude.
- Highest standards of integrity, discretion and loyalty.
- Strives for supportive working environment and positive working relationship.
- Creates a respectful office environment free of harassment, retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA).

#### ***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/20220110115440/MVWOgw73FQyeU86LHiSNKok1d>

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: 10.1.2022 to: 24.1.2022