

Open to Internal and External Candidates

Position Title	: National Operations Officer (2 Positions)
Organizational Unit	: Transition and Recovery Unit (TRD)
Duty Station	: Baghdad - Iraq
Classification	: National Officer Category, Grade " NOA"
Type of Appointment	: Special Short Term contract (SST)
Duration of Appointment	: Six (6) months with possibility of extension
Closing Date	: 21 st June 2022
Reference Code	: SVN2022/IRQ/138

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

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, internal candidates are considered as first-tier candidates.

Context:

Under general guidance of the Chief of Mission (CoM), Under overall supervision Head, Transition and Recovery Division, the direct supervision of the national operation officer .the National Operations Officer will be responsible for certain aspects of management, program liaison, external relations, coordination and assigned technical tasks related to all operations in the area of responsibility with the overall objective of ensuring timely, effective and proper implementation of activities.

Core Functions / Responsibilities:

Management

1. Assist the Programme Coordinator in managing the implementation of all operational activities in the governorates within the Area of Responsibility (Baghdad and Salah Al Din).
2. Provide direct supervision for Team Leaders and secondary supervision for all TRD operational staff in the Area of Responsibility, reporting any substantiated staff performance concerns and recommendations for improvement or corrective action to the Programme Coordinator.
3. Support management structures that ensure for the timely, effective and proper implementation of all projects and assigned responsibilities by field teams in the Area of Responsibility

4. Supervise and support field-based teams in the identification of locations, projects and beneficiaries within the Area of Responsibility by conducting field visits with relevant team members and community structures to assess the needs of the locations, report on existing and planned interventions and resources, and analyze desired impact of project activities;
5. Pro-actively offer suggestions and advice to management regarding improvements in implementation and initiate such improvements as requested;

Programs Liaison

1. Coordinate the implementation of mechanisms and methodologies for data collection, field progress reports, Monitoring and Evaluation reports, and donor reports from field teams in the Area of Responsibility and train IOM staff and counterparts when needed on the mechanisms;
2. Support the review of reports and analysis on return areas to conduct rapid assessments and activity implementation based on return trends;
3. Ensure that synergies are built with other IOM Units in the Area of Responsibility in order to synchronize all activities carried out under different services areas;
4. Liaise with technical specialists within IOM/TRD regarding selection processes, community engagement approaches, livelihood activities, and infrastructure projects to ensure implementation of activities, incorporation of best practices and compliance with IOM's procedures related to general activity implementation;
5. Assist in the recording and documentation of field activities to provide information to support units within IOM related to donor liaison, project development and public information/press outreach;

External Liaison and Coordination

1. In coordination with the team leaders in Baghdad and Salah Al Din, establish contacts and participate in meetings with relevant local, district, governorate and, if requested, national authorities and counterparts to ensure a high level of government coordination and participation in IOM activities;
2. Conduct outreach and participate in forums held by national, Programme and local government entities, UN Agencies, NGOs, and other parties within the Area of Responsibility to facilitate project implementation, create partnerships and ensure proper coordination and information sharing;
3. Undertake field visits and duty travel to implement and monitor the different projects' activities under the portfolio, meet project counterparts and develop new initiatives;
4. Perform such other duties as may be assigned.

Qualifications.

Education

- Master's level degree in Political Science, Migration Studies, Law, International Relations or a related field from an accredited academic institution; or
- University degree in the above fields from an accredited academic institution with two years of relevant professional experience.

Experience

- Experience in managing several types of community-based projects;
- Experience in interventions aimed at supporting area-based community recovery;
- Experience in liaising with government authorities, other national/international technical counterparts and NGOs, and building effective partnerships;
- Proven ability to supervise, coach, and direct staff and manage operations in transitional/post-conflict contexts;
- Previous working experience in Iraq or the Middle East and Northern Africa region is advantageous;
- Willing to conduct constant travel within the Area of Responsibility.

Languages

- Fluency in English and Arabic are required.
- Any other language is an advantage.

Required Competencies

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

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

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- 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.

Core Competencies – behavioural indicators *level 2*

Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

- Fosters a sense of team spirit by developing a shared understanding, accountability and enthusiasm for the team's work.
- Displays a high level of cultural awareness, sensitivity to different ways of working and leverages individual strengths in order to build a better team.
- Shares credit for team accomplishments and ensures that the contribution of others is recognized.
- Helps create a positive team spirit, putting aside personal considerations to help the team achieve its goals.

Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.

- Produces high-quality results and workable solutions that meet clients' needs.

- Anticipates constraints, identifies solutions and takes responsibility for addressing critical situations.
- Monitors own and others' work in a systematic and effective way, ensuring required resources and outputs.
- Aligns projects with Organization's mission and objectives and demonstrates a good understanding of the impact of team's and own work on external and internal counterparts.

Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.

- Disseminates and shares knowledge openly and actively contributes to knowledge/network communities for topics relevant to area of expertise.
- Encourages knowledge-sharing across units/departments and ensures that knowledge is captured, recorded and disseminated appropriately.
- Builds networks for the effective communication and exchange of knowledge and ideas and puts others into contact with various sources of knowledge.
- Contributes to an environment that is conducive to innovation and learning.

Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.

- Proactively seeks responsibility in delivering towards the goals of the Organization.
- Plans and organizes work with a clear and deliberate focus, ensuring commitments are easily identified and progress is widely communicated.
- Stands by the actions of team or department, publicly accepting ownership.
- Takes responsibility of own shortcomings and those of the work unit, where applicable.

Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

- Speaks and writes clearly and effectively.
- Seeks to share information with others, with due respect for diversity and the confidentiality of specific sensitive information.
- Listens and seeks to understand without bias, and responds appropriately.
- Shares information and keeps others up to date; actively seeks others' views and ideas and respects their contribution.

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).

Others

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a

prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their applications via a link:

<https://iraqdatacenter.iom.int/Vacancy/Apply/SVN2022IRQ138>

For an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

Posting period:

From 07.06.2022 to 21.06.2022