Organization or Agency:	**International Organization for Migration (IOM)**
Position Title:	**Senior Technical Assistant**
Organizational Unit:	**Peacebuilding and Stabilization Division**
Duty Station:	**Erbil – Iraq**
Type of Contract:	**Sub-Contract to Stars & Orbit**
Grade:	**Equivalent to G6**
Duration of Appointment:	**Six (6) months, with the possibility of extension subject to satisfactory performance and funds availability**
Closing Date:	**29th December 2022**
Reference Code:	**CFA2022/IRQ/295**

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, Peacebuilding and Stabilization Division and the direct supervision of the Programme Coordinator (HLP), the successful candidate will be responsible for supporting the implementation of all aspects of legal assistance projects in Iraq, with a specific focus on gender-related programs.

Core Functions / Responsibilities

1- Support the Legal Officers and the Program Coordinator in managing the implementation of all operational activities in the governorates within the Area of Responsibility.
2- Support the supervision and implementation of the work of the Women Legal Counselling Teams (WLCTs) and any other gender-related activities under the PSD Legal programme.
3- Provide support to the programme lawyers and caseworkers, reporting any substantiated staff performance concerns and recommendations for improvement or corrective action to the Legal Officer.
4- Support management structures that ensure the timely, effective, and proper implementation of all projects and assigned responsibilities to field teams in the Area of Responsibility.
5- Ensure that synergies are built with other IOM Units in the Area of Responsibility in order to synchronize all the activities carried out under different service areas.
6- Support the Legal Officer and Program Coordinator in liaison and coordination with Government and non-Government stakeholders for the development of strategies to support the ongoing and new legal assistance activities of IOM in areas of responsibility.
7- Assess the training needs on legal issues and capacity building among IOM field staff, implementing partners, and other stakeholders, and provide training, as necessary.
8- Participate and engage actively in legal assistance and protection-focused seminars and other relevant meetings, as required.
9- Assist in drafting reports covering legal assistance-related activities; prepare briefings, statistical/narrative reports, and background notes including specific information requested by IOM, government stakeholders, and other entities.
10- Provide updates on program issues, including regular risk analysis and recommendations for operational improvement of legal assistance programming.

11- Support 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.
12- Perform such other duties as may be assigned.

Required Qualifications

Education:

- Bachelor's degree in Law, Humanitarian Affairs, International Affairs, Gender Studies, Political Science, Human Rights, Development Studies, or any related field from an academic accredit university or institute.

Experience and Skills:

- At least 4 years of relevant work experience.
- Experience in working on humanitarian affairs, legal assistance (civil documentation and HLP), emergency preparedness, protection, and human rights.
- Experience in providing direct assistance to vulnerable individuals.
- Experience in liaising with governmental authorities, other national/international institutions, and NGOs, as well as in the Region, is an asset; and,
- Working experience with an operational UN agency or a major international NGO in the field of legal, protection, and assistance of refugees, IDPs and migrants.

Languages:

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

Behavioral Competencies

- Work prioritization and ability to multitask.
- Share's 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/20221215103642/ghxw90vH2ejK3P5oulJyOmLWn

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: 15th December 2022 to: 29th December 2022