Organization or Agency: International Organization for Migration (IOM)
Position Title: Project Assistant (Durable Solutions) (2 positions)
Organizational Unit: Transition and Recovery Division
Duty Station: Dohuk - Iraq
Type of Contract: Sub-Contract to Stars & Orbit Consultant and Management Development
Grade: Equivalent to G4
Duration of Appointment: Three (3) months, with possibility of extension subject to satisfactory performance and funds availability
Closing Date: 13 November 2023
Reference Code: CFA2023/IRQ/246

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 general guidance of the Senior Operations Coordinator, the overall supervision of the Programme Coordinator, the administrative supervision of the Head of Sub Office (HoSO) and the direct supervision of the National Operations Officer- Durable Solutions in close coordination with the Senior Durable Solution Field Assistant, the Project Assistant ( Durable Solutions) will support return and community engagement activities in their areas of intervention in both informal sites and urban areas. The position is based in the in Dohuk IOM office with frequent travel to camps and other formal and informal displacement sites as needed across Dohuk, Ninewa or Erbil. The position will involve consistent visits to the areas of concern throughout the Ninewa and Dohuk Governorates to implement return operations.

Core Functions / Responsibilities
1. Support in community mobilization, sensitization, and risks communication.
2. Support in community sensitization activities in the camp/ out camp and informal sites including coordinating with camp stakeholders, areas of return stakeholders and public service providers.
3. In collaboration with local authorities and with other TRD and other IOM units’ staff, support in conducting the area of origin risk assessment through host communities’ consultations and key informant interviews. This may include interviews with Mukhtars, tribal leaders, local authorities, returnees’ committees and any other relevant personals or entities.
4. Conduct sensitization, registration, FGDs, field coordination and other activities in camps and in areas of origin.
5. Carry out go and see visits in areas of origin of IDPs across all of Ninewa Governorate as well as other nearby governorates as required.
6. Support the senior DS Field Assistant/DS field team leader in maintaining an updated stakeholder mapping through providing up to date information related to the stakeholders.
7. Support the senior DS field assistant/DS field team leader in managing and arranging the DS data base.
8. Support the implementation of the DS activities in Erbil camps, Ninawa camps, Sinjar area and Dohuk camps.
9. Perform such other duties as may be assigned by supervisor(s).
Required Qualifications

Education:

- University degree in social sciences, humanitarian studies, law, or any relevant field from an accredited academic university or institute.

Experience and Skills:

- Minimum 2 years of relevant work experience in humanitarian response, protection, camp management, community engagement or related programming.
- Good understanding and proven experience in individual profiling of vulnerable population and in conducting referrals in line with protection standards.
- Demonstrable skills in engaging with communities, leading community consultations, running focus group discussion and other forms of CWC approaches.
- Previous work in the return/camp setting in Ninewa and/or in social cohesion, or community stabilization activities in Ninewa governorate is an advantage.
- Good organizational, communication, coordination, and time-management skills.
- Good ability to interpret, analyze, and synthesize information in a fast-paced environment.
- Strong ability to productively work under pressure and circumstances of insecurity.
- Good reporting skills, reliability, flexibility, commitment, and patience.
- Ability to gain trust and build relationships with co-workers, communities, and authorities.
- Demonstrated gender awareness and gender sensitivity.

Languages:

- Fluency in English, Kurdish 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/20231030195232/yDzMGOoYutpkli2FLvgPINrqj

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: 30 October to 13 November 2023