



Organization or Agency: International Organization for Migration (IOM)
Position Title: Focal Point for Rapid Assessment & Response Team (RART)
Organizational Unit: Rapid Assessment and Response Team
Duty Station: Anbar - Iraq
Type of Contract: Sub-Contracting (Stars & Orbit)
Grade: Equivalent to G5
Duration of Appointment: Three (3) months with the possibility of extension
Closing Date: 01st May 2019
Reference Code: SVN2019/IRQ/127

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 vacancy, internal candidates are considered first-tier candidates.

Context:

Under the general guidance of the Chief of Mission (CoM) and the Head of Liaison and Programmes, under the overall supervision of the Programme coordinator (NFI/Cash Programs & Rapid Response) and the Displacement Tracking Matrix (DTM) Coordinator, under administrative supervision of the Head of sub-Office, and under technical supervision of the National Emergency and DTM Operations Officers).

Core Functions / Responsibilities:

1. Manage the Rapid Assessment & Response Team (RART) in daily activities, developing work plans, managing all financial/administrative/operational paper work related to RART activities in the Governorate;
2. In close coordination with the Emergency and DTM Units, coordinate emergency NFI and DTM responses across the Governorate and advise the Emergency Unit on possible areas of intervention and operational environment;
3. Supervise and participate in the data collection activities for both IDP and returnee communities and gather information on their number, location, background, and other basic data as requested for the DTM program, and others as needed;
4. Ensure effective coordination with relevant local actors/partners and Clusters, if active in the Governorate, on IOM response activity and ensure that IOMs response is timely and effective;
5. Contribute to preparedness activities and the review of operational procedures to ensure that IOM is adaptive and effective;
6. Advise and continually update Emergency and DTM units on the socio-political dynamics and provide conflict analysis to develop the Mission's understanding of the Governorate;
7. Develop and submit Flash Reports in a timely manner to the Emergency Unit providing Governorate-level updates that could effective the Unit's programming;

8. Identify and lead on assessments in hard to reach areas, draft relevant assessment reports for the Emergency Unit including health, shelter, emergency livelihood and infrastructure to advise on IOMs integrated response;
9. Supervise and manage data entry for IOM programme including updates and reports, with a specific focus to compile DTM data;
10. Verify and ensure quality control of data received from the field and guarantee the integrity and protection of data as per DTM guidelines and IOM's Data Protection Manual;
11. Visit IOM project beneficiaries and gather information needed for project monitoring and evaluation;
12. Attend relevant meetings (internally and externally) and make sure the completion of all RART activities in time;
13. Advise and keep IOM abreast of evolving returnee movements, trends and dynamics;
14. Perform any other duties assigned by direct supervisor and / or Head of Office / Chief of Mission.

Education and Experience:

- Bachelor's degree in Business Management, Social Sciences or related fields.
- At least 3 years working experience in related fields
- Strong interpersonal and intercultural skills with proven ability to work effectively and harmoniously with a team of colleagues.
- Mature individual, able to work independently under pressure, able to maintain accuracy, paying attention to details, meeting deadlines and working with minimal supervision.
- Personal commitment, efficiency, flexibility and drive for results.
- Solid computer skills, including proficiency in MS Office Packages (Office, excel, Power point, outlook) internet and E-mail.

Languages:

- Fluent in English, and very good working knowledge of Arabic/Kurdish.

How to apply:

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

<https://iraq.iom.int/jobs/focal-point-rapid-assessment-response-team-rart-1>

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

Posting period:

From: 17.04.2019 to 01.05.2019