



Organization or Agency: **International Organization for Migration (IOM)**  
Position Title: **Field Coordination and Liaison Assistant**  
Organizational Unit: **Returns and Recovery Unit (RRU)**  
Duty Station: **Qa'im (Anbar)**  
Type of Contract: **Sub-Contract to Stars & Orbit**  
Grade: **Equivalent to G5**  
Duration of Appointment: **Six (6) months, with possibility of extension subject to satisfactory performance and funds availability**  
Closing Date: **24<sup>th</sup> September 2019**  
Reference Code: **CFA2019/IRQ/232**

*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

Under the general guidance of the Head of Office, Under the overall supervision of the Head, Returns and Recovery Unit, under the administrative supervision of the Head of Sub-Office and the direct supervision of the Field Coordination and Liaison officer the incumbent will be responsible for the following duties

## Core Functions / Responsibilities

1. Support efforts to ensure dialogue and negotiation with key stakeholders related to advocacy activities.
2. Provide periodic briefs and reports to ensure information sharing of socio-political dynamics within the field.
3. Participate in community consultative activities to facilitate advocacy efforts.
4. Act as a liaison between key governmental stakeholders and international partners, including IOM.
5. Support in the facilitation of stakeholder and power dynamic mapping to forge networks with civil military actors, civil society networks, community leaders, and government officials in areas of return.
6. Engage closely with Returns Working Group and various coordination mechanisms when needed to ensure two-way information sharing.
7. Liaise with security and governmental actors where needed including the setting up of meetings, and continual dialogue with influential actors.
8. Stay abreast on the changing socio-political dynamic in areas of return and ensure feedback to Field Liaison officer and respective colleagues.
9. Perform administrative duties including note for files, situation briefs, and minutes to allow for monitoring of progress in the field.
10. Coordinate closely with IOM operational teams and the National Liaison Officer to support advocacy efforts.
11. Coordinate closely with Governorate Return Committees to support return related operations primarily related to access and freedom of movement for staff and beneficiaries.
12. Ensure local level communication with local authorities and area-based stakeholders.
13. Assist in coordinating programme initiatives on returns with other stakeholders (local government and community leaders)

14. Maintain regular contact other units in order to effectively contribute to mission wide activities;
15. Stay abreast of political, social, economic and cultural developments that have an impact on facilitating return activities.
16. Perform other tasks as required.

### **Specializations:**

1. Demonstrated analytical ability to think creatively
2. Willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality;
3. Ability to manage information objectively, accurately and confidentially;
4. Effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner;
5. Anticipates and understands issues and opportunities that may impact the Return and Reintegration programming

### **Required Qualifications**

#### **Education**

- University degree from an accredited academic institution with minimum 3 (three) years of relevant professional experiences

#### **Experience and Skills**

- Strong experience in conceptualizing activities related to community inclusive interventions
- Experience in monitoring, reporting activities simultaneously
- Thorough understanding of the Iraqi civil society context and knowledge of recent political developments and social conditions.
- good communication, interpersonal and organizational skills;
- demonstrated gender awareness and gender sensitivity;
- personal commitment, efficiency, flexibility and drive for results;
- Proficiency in office applications, including Word and Excel, internet explorer
- Strong report writing skills in English.

#### **Languages**

- Fluency in English and Arabic (written and spoken) are required.

#### **Behavioral Competencies**

- Work prioritization and ability to multitask;
- Excellent interpersonal skills;
- 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;

- Focuses on result for the client and responds positively to feedback.

***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:**

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

<https://iraq.iom.int/jobs/field-coordination-and-liaison-assistant>

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: 10.09.2019 to 24.09.2019