Organization or Agency: International Organization for Migration (IOM)
Position Title: Communication with Communities Field Project Assistant
Organizational Unit: PRU/CwC
Duty Station: Erbil, Iraq
Type of Contract: Sub-Contract to Stars & Orbit
Grade: Equivalent to G5
Duration of Appointment: Five (5) months, with possibility of extension subject to satisfactory performance and funds availability
Closing Date: 11th May 2020
Reference Code: CFA2020/IRQ/134

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 overall guidance of the Head, Preparedness and Emergency and the direct supervision of the CwC Project Officer, the filed project assistant will be responsible for the support of CwC activities design and implementation in the field in various locations in Iraq.

Core Functions / Responsibilities

1. Assist CwC team with all aspects of the implementation of CwC activities, including but not limited to focus group discussions, awareness raising materials and campaigns.
2. Conduct frequent field visits for data collection, monitoring, and evaluation of CwC activities.
3. Collect community feedback on IOM response in the field.
4. Identify CwC gaps and priority areas and recommend adjustment of activities where necessary.
5. Coordinate closely with local authorities, NGOs, Agencies in the field.
6. Identify new local tools of engagement and info dissemination (media networks, artists, etc.)
7. Ensure the dissemination of IOM CwC material via different tools, suitable to the different communities, participatory, culturally and gender appropriate.
8. Ensure timely submission of work plans, reports, and filed notes.
9. Contribute to the Development and translation of awareness materials for affected populations based on IOM key messages and community concerns.
10. Ensure the IEC adapted to the local context through community consultation.
11. Assist CwC Senior Project Assistant in coordination and production process of CwC strategy, material and reports related to project activities.
12. Perform such other duties as may be assigned.
Required Qualifications

**Education:**
- University degree from an accredited university or institution with 2 years of work experience.
- Previous experience working in humanitarian emergency situations and community engagement.

**Experience and Skills**
- Good working knowledge of CwC (Communication with Communities) and AAP- (Accountability to Affected Population).
- Previous experience in graphic design, and/or animation, and/or video making is an asset.
- Excel, PowerPoint, Word, and Outlook - Personal commitment, efficiency, flexibility, and initiative to achieve results.
- Ability to work independently or with minimal supervision.
- Ability to travel between governorates inside Iraq.
- Ability to meet deadlines and work under pressure.

**Languages:**
- Excellent command of English, Kurdish and Arabic is required.
- Any other language is an asset.

**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.
- Focuses on result for the client and responds positively to feedback.
- 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:
Interested candidates are invited to submit their applications via this link: https://iraq.iom.int/jobs/communication-communities-field-project-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: 27.04.2020 to 11.05.2020