Organization or Agency: International Organization for Migration (IOM)
Position Title: National Operations Officer
Organizational Unit: Return and Recovery Unit
Duty Station: Ninawa - Iraq
Type of Contract: Sub-Contract to Stars & Orbit
Grade: Equivalent to NOA
Duration of Appointment: Six (6) months, with possibility of extension subject to satisfactory performance and funds availability
Closing Date: 20th May 2020
Reference Code: CFA2020/IRQ/154

**Context**

The work of the Return and Recovery Unit (RRU) within IOM Iraq is to remove obstacles to return in Iraq’s post-conflict areas and lay the foundation for longer-term recovery, economic development and stabilization programming.

Under the general guidance of the Chief of Mission (CoM), overall supervision of the Head, Return and Recovery Unit and direct supervision of the Regional Coordinator. The National Operations Officer will be responsible for management, program liaison, external relations, coordination and assigned technical tasks related to all operations in the Area of Responsibility (Ninewa and Dohuk) with the overall objective of ensuring timely, effective and proper implementation of activities.

**Core Functions / Responsibilities**

**Management**
1. Assist Regional Coordinator in managing the implementation of all operational activities in the governorates within the Area of Responsibility (Ninewa and Dohuk).
2. Provide direct supervision for Team Leaders and secondary supervision for all RRU operational staff in the Area of Responsibility, reporting any substantiated staff performance concerns and recommendations for improvement or corrective action to the Regional Coordinator.
3. Support management structures that ensure for the timely, effective and proper implementation of all projects and assigned responsibilities by field teams in the Area of Responsibility.
4. Supervise and support field-based teams in the identification of locations, projects and beneficiaries within the Area of Responsibility by conducting field visits with relevant team members and community structures to assess the needs of the locations, report on existing and planned interventions and resources, and analyze desired impact of project activities.
5. Pro-actively offer suggestions and advice to management regarding improvements in implementation and initiative such improvements as requested.
Programs Liaison

6. Coordinate 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.

7. Support review of reports and analysis on return areas to conduct rapid assessments and activity implementation based on return trends.

8. 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 services areas.

9. Liaise with technical specialists within IOM / RRU regarding selection processes, community engagement approaches, livelihood activities, and infrastructure projects to ensure implementation of activities, incorporation of best practices and compliance with IOM’s procedures related to general activity implementation.

10. Assist in the recording and documentation of field activities to provide information to support units within IOM related to donor liaison, project development and public information / press outreach.

External Liaison and Coordination

11. In coordination with the Head of sub-Office for Ninewa and Dohuk, establish contacts and participate in meetings with relevant local, District, Governorate and, if requested, National authorities and counterparts to ensure the high level of government coordination and participation in IOM activities.

12. Conduct outreach and participate in forums held by national, regional and local government entities, UN Agencies, NGOs, and other parties within the Area of Responsibility to facilitate project implementation, create partnerships and ensure proper coordination and information sharing.

13. Undertake field visits and duty travel to implement and monitor the different projects’ activities under the portfolio, meet project counterparts and develop new initiatives.

14. Perform such other duties as may be assigned.

Required Qualifications

Education:

- Master’s level degree in Political Science, Migration Studies, Law, International Relations or a related field from an accredited academic institution.
- University degree in the above fields with two years of relevant professional experience.

Experience and Skills

- Experience in managing several types of community-based projects.
- Experience in interventions aimed at supporting area-based community recovery.
- Experience in liaising with government authorities, other national/international technical counterparts and NGOs, and building effective partnerships.
- Experience in CEFE Methodology TOT’s and Coaching.
- Proven ability to supervise, coach, and direct staff and manage operations in transitional / post-conflict contexts.
- Previous working experience in Iraq or the Middle East and Northern Africa region is advantageous.
- Willing to conduct constant travel within the Area of Responsibility.
Languages:

- Excellent command of English 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.
- 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/national-operations-officer-1
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: 06.05.2020 to 20.05.2020