Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

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, internal candidates are considered as first-tier candidates.

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 general guidance of the Chief of Mission (CoM), Under overall supervision Head, Returns and Recovery Units, the direct supervision of the Programme Coordinator(Return & Recovery), the National Operations Officer – Northwest Region (Ninewa and Dohuk) 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.
Qualifications.

Education

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

Experience

- 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;
- 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

- Fluency in English, Kurdish and Arabic are required.
- Any other language is an advantage.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

Values

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **Integrity and transparency:** maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- **Professionalism:** demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators level 2

- **Teamwork:** develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- **Delivering results:** produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- **Managing and sharing knowledge:** continuously seeks to learn, share knowledge and innovate.
- **Accountability:** takes ownership for achieving the Organization’s priorities and assumes responsibility for own action and delegated work.
• **Communication:** encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

**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).

**Others**

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

**How to apply:**

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

https://iraq.iom.int/jobs/national-operations-officer-0

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

**Posting period:**

From 05.05.2020 to 19.05.2020