Organization or Agency: International Organization for Migration (IOM)
Position Title: Focal Point Assistant (3 positions)
Organizational Unit: Community Stabilization Unit
Duty Station: Duhok (Khanke), Iraq
Type of Contract: Sub-Contract to Stars & Orbit
Grade: Ungraded
Duration of Appointment: Three (3) months, with possibility of extension subject to satisfactory performance and funds availability
Closing Date: 28th May 2020
Reference Code: CFA2020/IRQ/163

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

The International Organization of Migration with the support of DEVCO is implementing Community Stabilisation Programs in Diyala and Duhok through providing Humanitarian assistance that will reach community members of displaced population and host community with focus on most vulnerable groups, including women and youth.

The position of Focal Point Assistant aims to mobilize community members to develop a sense of trust and engagement in supporting their communities, in order to be able to support more people, in particular vulnerable groups and persons. Furthermore, the purpose is to enhance voluntarism in communities, to promote their activities and engagement in the community.

Under the general guidance of the Program Coordinator of the Community Stabilization Unit, the overall supervision of the MHPSS National Officer, the administrative supervision of the Head of Sub office and the direct supervision of the center liaison in coordination the with Area Coordinator, the successful candidate will be responsible to support IOM in:

Core Functions / Responsibilities

1. Implementing the program on raising awareness of project objectives
   - Supporting IOM teams with project implementation
   - Supporting IOM team with mobilizing communities and creating positive changes
   - Assisting IOM team in task related to reaching out to the target group
2. Identifying vulnerable persons and groups in the society in coordination with IOM staff.
3. Support in the reporting needs linked with the project.
4. Ensure that confidentiality and the right to privacy is maintained with regard to confidential information.
Required Qualifications

**Education:**
- High school degree is required.

**Experience and Skills**
- Appropriate field experience.
- Strong background in voluntarism.
- Strong background in communication, presentation and interpersonal skills.

**Languages:**
- Excellent command of English, Kurdish 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/focal-point-assistant-4](https://iraq.iom.int/jobs/focal-point-assistant-4)
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: 14.05.2020 to 28.05.2020