Organization or Agency: International Organization for Migration (IOM)  
Position Title: Research Associate-Field Coordination and Operations  
Organizational Unit: Return and Recovery Unit  
Duty Station: Erbil-Iraq  
Type of Contract: Sub-Contract to Stars & Orbit  
Grade: Equivalent to G7  
Duration of Appointment: Six (6) months, with possibility of extension subject to satisfactory performance and funds availability  
Closing Date: 29th June 2020  
Reference Code: CFA2020/IRQ/205

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/Reporting line:

Under the general guidance of the Chief of Mission (CoM), the overall supervision of the Head of Return and Recovery Unit and under the direct supervision of the Research Officer, the incumbent will support the IOM Research team in the implementation of on-going and upcoming research activities, mainly in coordinating its data collection component.

Core Functions / Responsibilities

1. Support the coordination of data collection activities of the research field teams’ across the country and resolve challenges and issues faced by the teams in their operations.
2. Ensure to take swift action to respond to context challenges in the field and forecast potential risks that might jeopardize data collection.
3. Assist the research officer in monitoring the implementation of the data collection, data cleaning, translation and data quality process of different research studies and update the team’s workplan in close coordination of the research team leaders.
4. Develop project implementation plans to track project activities and operational budgets.
5. Ensure the timely and methodologically correct implementation of quantitative and qualitative research in geographical areas covered by the research field teams.
6. Ensure the timely implementation of the preparation of ODK and Kobo forms, as well as data cleaning procedures by the research assistants and finalizing in a timely manner according to project timelines.
7. Ensure the organization of trainings, workshops, meetings and other studies related activities in terms of logistical and operational support such as travel and hotel arrangements, as well as conference hall booking and arrangements are arranged in a timely manner by the research assistants.
8. Liaise with IOM access team to ensure the research field teams have smooth access to collect across their governorates of coverage in central, south and north west regions.
9. Assist the research officer to liaise with other IOM units requesting the support of the field researchers for quantitative and qualitative data collection exercise.
10. In direct collaboration with the research team leaders, liaise with other IOM offices to conduct field work in different locations in Iraq.
11. Liaise with other IOM staff members on administration, financial, logistics and operational matters in support of programme activities.

12. Perform any other duties as may be assigned by supervisor.

**Required Qualifications**

**Education:**

Bachelors’ degree from an accredited academic university or institute.

**Experience and Skills:**

- At least 5 years of relevant professional years of experience.
- Proven experience in coordination of field teams
- Experience in project management
- Ability to coordinate administrative activities related to admin and operational activities.
- Experience working in universities, research centres, international organizations or the humanitarian community is an advantage.

**Languages:**

Fluency in 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.
- Creates a respectful office environment free of harassment, retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA).

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**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:

While this vacancy is open to both Internals and Externals, priority shall be given to qualified Internal applicants.

Interested candidates are invited to submit their applications via this link: https://iraq.iom.int/jobs/research-associate-field-coordination-and-operations

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: 15 June 2020 to 29 June 2020