Organization or Agency: International Organization for Migration (IOM)
Position Title: Protection Assistant (2 Positions)
Organizational Unit: Protection
Duty Station: Ninawa (Mosul)-Iraq
Type of Contract: Sub-Contract to Stars & Orbit
Grade: Equivalent to G5
Duration of Appointment: Three (3) months, with possibility of extension subject to satisfactory performance and funds availability
Closing Date: 02nd September 2020
Reference Code: CFA2020/IRQ/245

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 Protection Coordinator, the overall supervision of the International and National Protection Officer, the administrative supervision of the Head of Sub Office and the direct supervision of the Senior Protection Assistant, the successful candidate will be responsible for

Core Functions / Responsibilities

1. Assist in the timely and effective implementation of protection unit field activities.
2. Identify and respond appropriately to beneficiaries with protection needs including through referrals, case management, and emergency cash assistance.
3. Refer beneficiaries to key service providers in accordance with IOM guidelines and SOPs.
4. Provide comprehensive case management services in accordance with IOM guidelines and SOPs. Maintain and update electronic databases and records for each client and keep detailed notes of all casework activities.
5. Identify and respond to protection cases eligible for Emergency Cash Assistance (ECA).
6. Conduct and facilitate regular community engagement and awareness raising activities as required. Support Protection Focal Points’ community mobilization activities.
7. Support the development of a referral service mapping. Collect information on access to services, and provide regular updates on changes to services available.
8. Ensure the protection safe space is open and staffed during working hours, and that minimum standards are maintained.
9. Represent IOM at relevant meeting on the request of the Senior Protection Assistant.
10. Complete all protection trainings assigned by the Senior Protection Assistant, National Protection Officer, Protection Officer, or Protection Coordinator.
11. Perform any other tasks assigned by the Senior Protection Assistant.

Required Qualifications
**Education:**
- University Degree in Political or Social Sciences, Law, Social Work, or other related field from an accredited academic institution.

**Experience and Skills**
- Minimum Three years of relevant professional experience, preferably within a protection role.
- Experience in providing direct assistance to beneficiaries.
- Experience working within challenging environments.
- Experience in organizing events, workshops, and meetings.
- Experience with raising awareness in the public domain.
- Experience working with governmental, non-governmental institutions and UN agencies preferred.

**Languages:**
- Fluency in 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).

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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).*

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**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://jobs.my-soc.org/apply.html?job=CFA2020-IRQ-245&token=rZQBDhsaific4bIATd6OqJYECg](https://jobs.my-soc.org/apply.html?job=CFA2020-IRQ-245&token=rZQBDhsaific4bIATd6OqJYECg)

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: 19.08.2020 to: 02.09.2020