Organization or Agency: International Organization for Migration (IOM)
Position Title: RRU Team Leader
Organizational Unit: Return and Recovery unit (RRU)
Duty Station: Najaf-Iraq
Type of Contract: Sub-Contract to Stars & Orbit
Grade: Equivalent to G6
Duration of Appointment: Six (6) months, with possibility of extension subject to satisfactory performance and funds availability
Closing Date: 07th March 2021
Reference Code: CFA2021/IRQ/025

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 general Guidance of the Head, Return and Recovery Unit, the overall supervision of the Senior Operations Coordinator, the administrative supervision of the Head of Sub Office (HoSO) and the direct supervision of National Operations Officer in close coordination with the Senior Operations Assistant. The incumbent will be responsible for assisting programs related to return and recovery within the area of responsibility as below.

Core Functions / Responsibilities

Programme Implementation
1. Support and supervise the implementation of all operational activities under the Return and Recovery Unit (RRU) within the area of responsibility of the Team Leader.
2. Work in close coordination with the Senior Operations Assistant in the respective region and related staff to ensure proper implementation of assigned activities and integrate new activities and processes related to Livelihoods, Infrastructure and Community Engagement.
3. Lead efforts in the selection of communities, assessments, and development and finalization of IOM Implementation Plans in close coordination with the team members, Regional Coordinator and Thematic Leads.
4. Based on agreed processes and using common tools, manage and support the team with the identification and prioritization of beneficiaries for all RRU operational activities.
5. Assist in the review and shortlisting of cases submitted/applied to receive the proper assistance and support by RRU programs.

Information Management
6. Regularly communicate issues to the Regional Coordinator to be addressed immediately and conduct validation visits for random samples of different activities and ensure tracking of payments.
7. Work in close coordination with Information Management Assistants and RRU field team in the respective governorate to ensure accurate and timely entry of data in the IMS system on a bi-weekly basis.
8. Provide a comprehensive narrative on operational activities and challenges using the reporting tool on a bi-weekly basis and send to the Regional Coordinator for clarification and validation.
9. Act as a Public Information (PI) focal point in AoR to assist in content development for public information and visibility purposes.

10. Fulfil all assigned responsibilities for Monitoring and Evaluation, using M&E tools for data collection purposes to ensure that implementation is being carried out effectively and in accordance with RRU guidelines.

**Management and Coordination**

11. Fulfill the functions of direct manager for the members of the field team and monitor the progress of team’s work by relaying timely updates to the Regional Coordinator based on work plans.

12. Coordinate with the regional administrative focal point to ensure that payments and deliveries are occurring on time.

13. Assist the National Operations Officer in the follow up of the members of the team within the Area of Responsibility to identify bottlenecks, seek technical advice, and provide orientation according to IOM standard operating procedures and RRU’s technical procedures.

14. Maintain healthy and trusted work environment between team members and support career development of the team members through continual coaching combined with transparent unbiased evaluation with aim to develop individuals.

15. Participate in internal coordination meetings within the area of responsibility, including those meetings organized by the Head of Sub Office, Thematic Leads and/or Regional Coordinator.

16. In coordination with the Regional Coordinator and (NOO), attend and participate in meetings with external partners (U.N., INGO, NNGO) and support the Regional Coordinator and NOO in the promotion of partnerships and synergies with other external actors within the area of responsibility.

17. In coordination with the Head of Sub Office and relevant management, ensure good coordination with relevant local authorities and governments in relation to the implementation of RRU activities.

18. Perform such other duties as may be assigned by supervisor.

1. 13. Perform such other duties as may be assigned by supervisor.

**Required Qualifications**

**Education:**

- University degree in social sciences, or equivalent combination of relevant training and practical experience from an accredited academic university or institute.

**Experience and Skills:**

- Minimum 4 years of relevant experience in social projects/community stabilization though a gender point and experience with international organization is an advantage.
- Experience in liaising with governmental authorities and local communities, as well as national and international institutions.
- Knowledge and/or field experience in the areas of camp maintenance management is any advantage.
- Excellent leadership, coordination and information management skills.
- Familiarity with the south and central region is an asset.
- Knowledge of local governance in post-conflict contexts, and of gender and inclusion strategies.
- Good communication, report writing, presentation and people’s skills. Understanding and tolerant to complex social-political religious, cultural environments is necessary. Drive for results with effective resource management skills.
- Ability to work under extreme pressure in difficult conditions while maintaining security awareness.
- Flexibility and focus on processes and their improvements.
- Ability to work effectively and harmoniously with colleagues from varied cultures.
- Ability to work with minimal supervision.
- Excellent human resource management skills, interpersonal skills, cross-cultural. communication and ease in managing a multi-ethnic team. Patience and understanding to work with and grow the capacity of national staff.
- Ability for rapid analysis of very complex issues, strong decision-making, and translation of programmatic learning and priorities into operational strategies.
- Experience delivering programs to tight deadlines.
- Experience with budget management and procurement planning.
Experience with systems and concepts for monitoring and evaluating project performance
Good Computer and IT skills.
Ability and willingness to work in remote and isolated location with ever changing security scenarios.

Languages:

- Fluency in English and Arabic is required.
- Any other language is an asset.

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).

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://vacancies.my-soc.org/apply.php?job=20210221075255&token=QptSgbjYCzqWOkfwv1J3RaJid

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: 21.02.2021 to: 07.03.2021