



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **Capacity Building Assistant**
Organizational Unit: **Community Stabilization Unit (CSU)**
Duty Station: **Salah Al-Din (Shirqat) - Iraq**
Type of Contract: **Sub-Contract to Stars & Orbit**
Grade: **Equivalent to G5**
Duration of Appointment: **Six (6) Months, with possibility of extension subject to satisfactory performance and funds availability**
Closing Date: **11th June 2020**
Reference Code: **CFA2020/IRQ/185**

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

Under the overall supervision of the Head, Community Stabilization Unit (CSU, the administrative supervision of the Head of Sub Office, and the direct supervision of the CSU Area Coordinator in close coordination with Field Coordinator, the candidate will be responsible for the implementation of capacity building and training activities in the governorate, including the following functions:

Core Functions / Responsibilities

Conducting Social cohesion and MHPSS activities:

1. Develop close connection with local authorities, youth, women, and people in vulnerable situations in assisting the Area Coordinator.
2. Support the facilitation of consultations, focus group discussions, roundtable discussions, key informant interviews, and dialogue sessions in the targeted communities.
3. Identify the district priorities and needs of perceived families with affiliation in the project locations and propose community-based social cohesion activities, reintegration, and psychosocial support (MHPSS) activities.
4. Conduct community-based social cohesion activities including but not limited to training in grassroots mediation, conflict resolution and social inclusion techniques, youth activism, sports and art activities, and social theatre.
5. Support the mental health and psychosocial support (MHPSS) staff; including but not limited to facilitating PSS activities, collaborating, and referring cases when necessary to psychologist, psychiatrist, and protection team.
6. Offer individual support and counselling to beneficiaries if required under supervision of the team psychologist and MHPSS officers.
7. Support the psychologist with the implementation of community-based activities related to mental health and psychosocial support.

Others

8. Technical support, coordination, and supervision of capacity building activities in the governorate ensuring timely and effective execution of project's activities and operational plans as well as efficient, transparent, and accountable use of allocating funding.
9. Contribute to the team effort to develop short to mid-term team workplan, including the design of draining plans for project stakeholders (e.g. local authorities, IDPs, Returnees, and community members).
10. Ensure day-to-day coordination of capacity building activities under the program including but not limited to conducting effective training sessions, monitor and evaluate the training program's effectiveness, manage training budget, and organize the trainings.
11. Identify and assess future and current training needs through job analysis, local assessment, focal group, grassroots NGOs needs
12. Contribute to reporting on project activities, and the development of monitoring tools, agenda, and other necessary materials.
13. Contribute to the survey and assessment as necessary, including but not limited to data collection and facilitation of group discussions.
14. Contribute to the monitoring and evaluation of the program.
15. Support and collaborate with other CSU and IOM teams in the project locations.
16. Any other duty as may be assigned by the Area Coordinator or Programme Officer.

Required Qualifications

Education:

- Bachelor's Degree from an accredited academic university or institute in a relevant field including Sociology, Political Science, Economic, Education. Other degrees may be considered with appropriate work experience.
- Post-graduate studies in Education, Human Resources, Psychology, Sociology, and/or Political Science is an advantage.

Experience and Skills

- Minimum 3 years relevant field experience, including proven experience in managing training and capacity building activities.
- Experience in communicating and working with a wide range of people including people of culturally diverse backgrounds.
- Experience in social work, psychological support, protection, and social cohesion activities is an advantage.
- Experience in supporting and collaborating with community service organizations and grassroots NGOs is an asset.

Languages:

- Fluency in English and Arabic is required.
- Working knowledge of other local languages is an advantage

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:

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/capacity-building-assistant>

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: 28.05.2020 to 11.06.2020