



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **Social Cohesion Assistant (2 Positions)**
Organizational Unit: **Community Stabilization Unit**
Duty Station: **Basra-Iraq**
Type of Contract: **Sub-Contract to Stars & Orbit**
Grade: **Equivalent to G4**
Duration of Appointment: **Six (6) months, with possibility of extension subject to satisfactory performance and funds availability**
Closing Date: **20th August 2020**
Reference Code: **CFA2020/IRQ/239**

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, Community Stabilization Unit, the overall supervision of the Project Officer and direct supervision of the Senior Area Coordinator, the Social Cohesion Assistant duties and responsibilities will be as follows:

Core Functions / Responsibilities

1. Assist in the design and implementation of program activities, including support to IOM Community Centers, Psychosocial and Social Cohesion Teams, Area Coordinators, infrastructure constructions, capacity building and research activities.
2. Provide information and coordination on the program as requested and draft minutes of meetings, reports (external and internal reports) and other written materials/documents related to the programme deliverables.
3. Assist in the daily administrative tasks of the Unit, including development and standardization of forms and templates (reports, questionnaires, surveys, profiles and, application, feedback and interviewing and monitoring forms).
4. Coordinate off-site trainings, workshops, field visits and other program related activities in term of logistical and operational support.
5. Liaise with other IOM staff members on administration, financial, logistics and operational matters in support of programme activities.
6. Draft and translate correspondence and other materials from Arabic into English and vice-versa, as needed and assist with interpretation.
7. Organize and keep project files and documents according to an established filing system.
8. Ensure the implementation of IOM activities in a participatory, culturally- and gender-sensitive manner.
9. Travel on duty to Iraq, based on the needs of the programme.
10. Perform such other duties as may be assigned.

Required Qualifications

Education:

- Bachelor's degree in business, Administration, Social and/or Political Sciences from an accredited academic university or institute.

Experience and Skills:

- Minimum 2 years experiences in the related field.
- Previous experiences in logistics and administration, and/or community stabilizations programs is an advantage.
- Experience in communicating and working with a wide range of people, including people of culturally diverse backgrounds.

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.
- 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/social-cohesion-assistant-1>

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: 06.08. 2020 to: 20.08.2020