



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **CV Writing and Applying for Vacancies Trainer**
Organizational Unit: **Community Stabilization Unit**
Duty Station: **Dohuk (Sumel)-Iraq**
Type of Contract: **Sub-Contract to Stars & Orbit (Part time 20 hours/week)**
Grade: **Ungraded**
Duration of Appointment: **One (1) month, November 2020**
Closing Date: **22nd October 2020**
Reference Code: **CFA2020/IRQ/297**

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:

Background the International Organization of Migration with the support of DEVCO is implementing Community Stabilization Programs in Diyala and Duhok through providing Humanitarian assistance that will reach community members of displaced population and host community, prioritizing most vulnerable groups including women and youth.

In the framework of the project “SAFE RETURN - Reintegration and recovery assistance in areas of return in Iraq (AWDA AMINA), under the general guidance of the Programme Coordinator of the Community Stabilization Unit, the overall supervision of the Community Stabilization National Officer, the administrative supervision of the Head of Sub Office (HoSO) and the direct supervision of Area Coordinator, the successful candidates will be responsible for the following duties:

Core Functions / Responsibilities

The training on economic empowerment for youth, covers the following:

1. How to write a CV
2. How to apply for vacancies from some international and local organizations and companies, as well as to fill out application forms
3. How to enhance youth skills to advertise for their knowledge and/or skills via social media means

Required Qualifications

Education:

- Bachelor’s degree or diploma in economic, management, computer science, or any related field from an accredited university or institute.

Experience and Skills:

- Minimum one year of professional experience.

- Strong background in capacity building with excellent communication, presentation, and interpersonal skills.

Languages:

- Fluency in Kurdish and/or 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://vacancies.my-soc.org/apply.php?job=20201015151738&token=hmo6cNY2Uertw0b8uQk4TJSH9>

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: 15.10.2020 to 22.10.2020