



Organization or Agency: **International Organization for Migration (IOM)**  
Position Title: **Community Policing Area Coordinator**  
Organizational Unit: **Migration Management Unit**  
Duty Station: **Baghdad- Iraq**  
Type of Contract: **Sub-Contracting (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: **07<sup>th</sup> March 2021**  
Reference Code: **CFA2021/IRQ/024**

*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 Chief of Mission (CoM), the overall supervision of the Head, Migration Management Unit, the administrative supervision of the Head of Sub Office (HoSO) and the direct supervision of the Programme Coordinator, the incumbent will coordinate at the field level the implementation and monitoring of IOM Community Policing (CP) programme in an allocated geographic area (central and south Iraq).

The incumbent will work within a team of other project assistants (PAs) to establish and monitor Community Police Forums (CPFs). CPFs are structured spaces where members of a community can raise security issues with law enforcement actors in order to seek a non-violent resolution. The members of the CPF are trained on the Community Policing approach and are guided by a Terms of Reference and led by an elected working group. The information coming from the CPFs in terms of what security issues are of concern to them, whether there are cases requiring external referral and any further training needs are fed back to the Analysis of Information Management (AIM) Unit. This data is used to improve and tailor the programme activities to meet the needs of the communities

### **Core Functions / Responsibilities**

1. Support the overall supervision, capacity building and coordination of the field staff implementing activities related to the selection of communities; training; establishment; monitoring and mentoring of Community Policing Forums (CPFs). Timely collect event reports, coming from the CPFs, coordinate gathering of complementary information if needed and share them with the Analysis and Information Management Section for further processing. and provide information/updates on the projects implementation as requested.
2. Supervise and support the Project Assistants to ensure close coordination and open communication with Community Policing Forums, as required to organize and monitor IOM activities.
3. Assist in supervising the planning, implementation and monitoring of Community Policing Forums (CPFs), training courses, and other activities; review and provide inputs to resource material; liaise with Interior Ministry and relevant local authorities to develop and finalize work plans, workshop/training agendas, etc.
4. Maintain and strengthen relationships with relevant stakeholders and civil society organizations working in the security sector field, relevant GoI ministries, UN agencies, INGOs and private sector.

5. Assist in supervising the preparation of communication and visibility materials and the implementation of the project communication policy in all the implementing geographical areas, in accordance with the COM's instructions and IOM standards.
6. Conduct preparatory activities such as assessments, obtain official approval and explain the idea of the Community Policing model to the relevant stakeholders in target communities.
7. Deliver training to Community members, including civil society on the principles of CP, how to set up and run a CPF and establishing referral pathways.
8. Conduct field visits to the project sites as required and make sure that the standard operations procedures are applied.
9. In close coordination with AIM, provide input for donor reports and other reports on projects and ensure timely submission, in line with donor requirements and IOM standard procedures, and prepare summaries, press releases and other relevant information as required.
10. Assist in preparing and running workshops and conferences, including developing pre- and post-training or workshop questionnaires and analyzing, uploading and/or circulating information collected.
11. Support the Project structure to engender and maintain strategic relationships with the Iraqi police, local authorities and community leaders, act as the primary interlocutor with the Focal Officer of the Police at the Governorate level.
12. Provide strategic inputs and advice on engaging in media, civil society, youth and gender in Iraq to inform programming.
13. Ensure the proper transfer of information coming from the field to the Analysis and Information Management Unit (AIM) for further processing.
14. Draft minutes of meetings, reports (external and internal) and other written materials/documents related to the project deliverables.
15. Conduct field visits to project sites as needed to ensure that activities are being completed in line with training provided and agreed standards.
16. Liaise with other IOM staff members on administration, financial, logistics and operational matters in support of programme activities.
17. Supervise the organization of trainings, workshops, and roundtables in line with project activities, provide facilitation services as needed.
18. Notify the direct supervisor of all potential/emerging risks associated with the project.
19. Perform such other duties as may be assigned.

## **Required Qualifications**

### ***Education:***

- University degree from an accredited academic university or institute.

### ***Experience and Skills:***

- Minimum experience of 4 years in related field.
- experience in the areas of legal case management, community liaison, law enforcement, conflict resolution and social services.
- Ability to work independently or with minimal supervision.
- Possesses managerial skills (planning, organization, and reporting).
- Good communication skills.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.
- Ability to handle confidential matters.
- Ability to meet deadlines and work under pressure.
- Strong computer background including experience with relational database and Microsoft applications such as Excel, PowerPoint, Word, and Outlook.
- Coordinates actions with emergency response actors and uses coordination structures.
- Supports adequate levels of information sharing between internal units, cluster partners, IOM and other emergency response actors.
- Personal commitment, efficiency, flexibility, and initiative to achieve results.

### **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://vacancies.my-soc.org/apply.php?job=20210221070718&token=BCh5EKQwT02SrDj6nk8FleIVi>

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