



Organization or Agency: **International Organization for Migration (IOM)**  
Position Title: **Disability Inclusion Assistant**  
Organizational Unit: **Community Stabilization Unit**  
Duty Station: **Erbil-Iraq**  
Type of Contract: **Sub-Contract to Stars & Orbit**  
Grade: **Equivalent to G5**  
Duration of Appointment: **Five (5) months, with possibility of extension subject to satisfactory performance and funds availability**  
Closing Date: **21<sup>st</sup> June 2021**  
Reference Code: **CFA2021/IRQ/154**

*IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates and candidates with disabilities 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:

In the framework of supporting IOM Iraq' Community Stabilization Unit (CSU) in mainstreaming disability within its activities, the disability inclusion assistant will focus on communicating with Organizations of Persons with Disabilities (OPDs) and coordinate the activities between IOM and OPDs. In addition to the support to OPDs, the DI assistant will provide technical support and guidance on mainstreaming disability in all CSU programs and activities through awareness and training to CSU field teams. Under the overall supervision of the Programme Coordinator of the Community Stabilization Unit and the direct supervision of the Disability Inclusion Officer, the successful candidates will be responsible for the following duties:

#### Core Functions / Responsibilities

1. Conduct disability inclusion awareness sessions to CSU staff in all locations.
2. Conduct disability inclusion coaching and follow up with the different CSU staff in all locations.
3. Provide technical guidance to CSU field staff on implementing inclusive activities.
4. Maintain communication with Organizations of Persons with Disabilities (OPDs) in all CSU locations.
5. Provide guidance to Organizations of Persons with Disabilities (OPDs).
6. Conduct disability inclusion awareness sessions to partner's staff in all CSU locations.
7. coordinate the translation of key inclusion documents in English, Arabic, and Kurdish.
8. Ensure that confidentiality and the right to privacy is maintained regarding confidential information.
9. Prepare clear and concise reports on relevant activities, in accordance with structured reporting requirements and informal reporting needs.
10. Perform such other duties as may be assigned by the Disability Inclusion Officer

#### Required Qualifications

##### Education:

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

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

- Minimum 3 years of experience in disability inclusion or relevant fields.
- Demonstrated experience in mainstreaming disability inclusion is required; most preferably related to stabilization, MHPSS, social cohesion, livelihoods, shelter, protection.
- Experience working for IOM Iraq would be an advantage.
- Training and workshop facilitation skills and experience.
- Working alongside people with disabilities in Iraq.

### ***Languages:***

- Fluency in English, Kurdish 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.**

**Candidates with disabilities are strongly encouraged to apply.**

Interested candidates are invited to submit their applications via this link:

<https://vacancies.my-soc.org/apply.php?job=20210607122457&token=jzaXuqCwmUyMV8RgWTpYJ2sIH>

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: 07.06.2021 to: 21.06.2021