



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **Project Assistant (4 Positions)**
Organizational Unit: **Migration Management Unit**
Duty Station: **Erbil with frequent field travel-Iraq**
Type of Contract: **Sub-Contract to (Stars & Orbit)**
Grade: **Equivalent to G5**
Duration of Appointment: **Three (3) months, with possibility of extension subject to satisfactory performance and funds availability**
Closing Date: **16th June 2021**
Reference Code: **CFA2021/IRQ/152**

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 Head, Migration Management Unit, the overall supervision of the Technical Cooperation Officer and Senior Project Assistant (CPF Coordinator), the administrative supervision of the Head of Sub Office (HoSO) and the direct supervision of the CP Team Leader, the incumbent will perform the following duties:

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.

Core Functions / Responsibilities

1. Conduct preparatory activities such as assessments, obtain official approval, gather baseline data through security mapping, and explain the idea of the Community Policing (CP) to the relevant stakeholders in target communities.
2. Deliver training to community members, including civil society on the principles of CP, gender mainstreaming, how to set up and run a CPF and establishing referral pathways.
3. In collaboration with the CPF and CP officers design and develop community safety plans according to the community safety and security needs and implement community safety initiatives.
4. In coordination with IOM's Head of Satellite Office Liaise with the relevant stakeholders in the community (law enforcement actors, civil society, community members) to ensure that CPFs meet on a monthly basis at minimum.
5. Attend and monitor CPFs and assess if they are running in line with the standard operating procedures established in the training, assist the CP officer to facilitate the discussion where necessary, ensuring that discussion is in line with the terms of reference (ToR), report back on the content and dynamics of the discussion to AIM, with a focus on gaps and areas for improvement, as part of capacity building to CPF members and law enforcement.

6. 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.
7. 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.
8. Support other Project Assistants to ensure close coordination and open communication with other IOM programmes, to ensure that operational synergies are created where possible.
9. Assist in entering and cleaning training-related data; coordinate 'remote' data
10. Entry as needed
11. Assist in organizing field visits for other staff, and translation during meetings and of relevant correspondence and other materials from Arabic into English and vice-versa, as requested by managing staff.
12. Understand and fulfill public visibility requirements, including the placement of banners, flags, wearing appropriate IOM visibility, providing pictures and information as requested for the development of public information material.
13. Notify the program Manager, and the Senior Project staff of all potential/emerging risks associated with the project.
14. Undertake other duty travel as required.
15. 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 3 years in related field, including working with communities.
- Field experience highly desirable
- Ability to work harmoniously with colleagues from varied cultures and professional backgrounds.
- Personal commitment, efficiency, flexibility, and drive for results.
- Strong computer background including experience with relational database and Microsoft applications such as Excel, PowerPoint, Word, and Outlook.
- Works effectively in high-pressure, rapidly changing environments
- Coordinates actions with emergency response actors and making use of coordination structures
- Support adequate levels of information sharing between internal units, cluster partners, IOM and other emergency response actors.

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.

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

<https://vacancies.my-soc.org/apply.php?job=20210607070316&token=WuIdZFn7gQeqjbHSEAk085GyC>

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: 16.06.2021