



IOM International Organization for Migration  
المنظمة الدولية للهجرة

Position Title: **Senior Programme Assistant**  
Organizational Unit: **Community policing**  
Duty Station: **Baghdad, Iraq**  
Type of Contract: **Stars Orbit, Subcontracted to IOM**  
Type of Appointment: **Three Months with Possibility of Extension**  
Grade: **Equivalent to G6**  
Closing Date: **2<sup>nd</sup> August 2017**  
Reference Code: **SVN2017/IRQ/064**

### **Context:**

Under the overall supervision of the Chief of Mission (CoM), technical guidance of the Programme Manager, direct supervision of the Senior Project Assistant and administrative supervision of the head of Office, the incumbent will support the implementation and monitoring of IOM project's in the AOR, including components of the project, Strengthening Community Policing in Iraq.

1. Information if needed and share them with the Analysis and Information Management Section for further processing;
2. Assist in supervising the organization of trainings, on the job mentoring, workshops and roundtables as related to the project;
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. Assist in supervising and support the Project Assistants to ensure close coordination and open communication with Community Policing Forums, as required to organize and monitor IOM activities;
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 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. 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;
9. Attend CPFs and assess if they are running in line with the standards established in the training, assist the CP officer to facilitate the discussion where necessary, ensuring that discussion is in line with ToRs, report back on the content and dynamics of the discussion to AIM, with a focus on gaps and areas for improvement;
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. Support other Project Assistants to ensure close coordination and open communication with other IOM programmes, to ensure that operational synergies are created where possible;

13. Assist in entering and cleaning training-related data; coordinate 'remote' data entry, as needed;
14. 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;
15. 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;
16. Monitor and notify the program Manager, and the Senior Project staff of all potential/emerging risks associated with the project;
17. Undertake other duty travel as required;
18. Perform such other duties as may be assigned.

**Desirable Qualifications:**

- University degree or an equivalent combination of relevant training and field experience highly desirable;
- Minimum experience of 4 years in related field;
- 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.

**Language:**

- Fluency in English and Arabic are an advantage.

**How to apply:**

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

<http://iomiraq.net/vacancies/senior-programme-assistant-5>

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: 19.7.2017 to 2.8.2017