



IOM International Organization for Migration
المنظمة الدولية للهجرة

Call for Applications

Position Title:	Protection Assistant
Organizational Unit:	Protection/Emergency
Duty Station:	Erbil
Type of Contract:	Sub-Contracting (Stars & Orbit)
Grade:	Equivalent to G5
Duration of Appointment:	Six (6) months with possibility of extension
Closing Date:	September 16, 2017
Reference Code:	SVN2016/IRQ/084

Context:

Under the direct supervision of the Protection Officer, and the overall guidance of the Chief of Mission, the incumbent will be responsible for Protection activities within the Protection Unit

Core Functions / Responsibilities:

General Functions: Under the direct supervision of the Protection Officer, the incumbent will be responsible for:

1. Assist in the timely and effective implementation of the activities of the protection unit;
2. Provide direct assistance to individuals with protection concerns including the provision of safe referrals to protection partners as required;
3. To conduct the screening and intake of potential clients for assistance in migration and protection matters.
4. Assist in the daily planning, monitoring and evaluating of the administrative and operational activities of the Protection Unit;
5. Support to prepare periodic reports as required on the implementation of protection activities;
6. To undertake comprehensive case management practices including maintaining and updating electronic databases and records for each client, and keeping detailed notes of all casework activities.
7. Conduct and facilitate regular community engagement and awareness raising activities as required;
8. Regular liaison and coordination with internal and external stakeholders as required to facilitate the implementation of protection activities and support casework activities;
9. Provide support to coordinate project activities on a daily basis, including: organization and preparation for project trainings and workshops; liaising with relevant stakeholders; providing administrative support,
10. Regular travel to other governorates to conduct protection activities as required;
11. Participate and perform secretariat functions in project meetings;
12. Perform such other duties as may be assigned

Education/Experience/Language requirements

- University Degree in Political or Social Sciences, International Relations, Law or a similar field with three years of relevant professional experience, preferably within a protection role.
- Experience in providing direct assistance to beneficiaries.
- Experience working within challenging environments.
- Experience in organising events, workshops, and meetings.
- Experience with raising awareness in the public domain.
- Experience working with governmental, non-governmental institutions and UN agencies preferred.
- Fluency in both English, Arabic and Kurdish are required.

Technical

- Effectively applies knowledge of migration and protection issues within organizational context.

Language:

- Fluency in English, Kurdish and Arabic, written and oral.

How to apply:

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

<http://iomiraq.net/vacancies/protection-assistant>

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 31.08.2017 to 16.09.2017