



IOM International Organization for Migration
المنظمة الدولية للهجرة

Position Title: **Community Liaison Assistant (CLA)**
Organizational Unit: **Community Stabilization & Revitalization**
Duty Station: **Fallujah, Mosul and Tikrit**
Type of Contract: **Stars Orbit, Subcontracted to IOM**
Type of Appointment: **Six Months with Possibility of Extension**
Grade: **Equivalent to G5**
Closing Date: **13th September 2017**
Reference Code: **SVN2017/IRQ/088**

Context:

Under general guidance of the Chief of Mission (CoM), the overall supervision of the Program Manager and the Project Officer, with guidance from the Community Engagement Advisor, and the direct supervision of the Senior Program Assistant, the Community Liaison Assistant will perform the following duties:

1. Facilitate programme teams in their two-way dialogue and engagement with communities throughout all phases of the programme intervention (assessment, community based programme design, monitoring and feedback);
2. Act as a focal point and liaise between Community Engagement Team (CET), community members, IOM data collection teams, IOM programme teams, government, local and international NGOs and other key stakeholders at neighbourhood, sub-district level and district level;
3. Ensure pathways and opportunities for two-way dialogue with communities; identifying context-specific and appropriate means for engagement;
4. Ensure access to information is available to all groups within communities (women, men, children and vulnerable groups) and raise information needs to IOM teams, clusters and other actors as required to complete feedback loop;
5. Work with Community Engagement Team (CET) to identify opportunities for community-led activities (governance, social cohesion, participation) based on community context and priorities;
6. Support programme teams in context analysis and community-specific priorities (via meetings, discussions, surveys);
7. Identify natural community leaders, groups and civil society leaders to engage with on specific community-led projects;
8. Conduct joint field visits together with program assistants or data collection teams to cover a wide range of activities;

9. Mapping of service providers for vocational training, farming training, employment and external referral (in the community or neighboring community) to update the portal and use for the delivery of the services;
10. Conduct information meetings with communities, outlining the objectives of IOM community stabilization and revitalization programs and services;
11. Ensure accuracy of the data during surveys during Community Engagement activities (Town Hall Meetings, Workshops);
12. Support programme teams and coordinate with community stakeholders to identify delivery points (safe spaces) for distribution of the business support packages to beneficiaries and explain about the content of the letter of agreement about business set-up;
13. Raise issues and challenges with programme teams as they arise, act as a representative of community and community interests within IOM teams. Identify solutions to problems when raised;
14. Attend regular meetings with the Head of Sub-Office, Senior Program Assistants and when required, the National Operation Officers and Programme Manager;
15. Perform other duties required by the HoSO and Senior Program Assistant and other senior managers in the reporting line for this position.

Specializations:

1. Expected to be in communities 4-5 days per week;
2. Ability and motivation to travel to communities within CLA's governorate on a daily basis is a must;
3. Must be from / live in governorate.

Technical

- Excellent communication, interpersonal and organizational skills;
- Strong interpersonal skills and capacity to motivate and engage with all groups
- Ability to draft clearly and concisely;
- Demonstrated gender awareness and gender sensitivity;
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds;
- Ability to work under pressure;
- Personal commitment, efficiency, flexibility and drive for results;
- Proficiency in office applications, including Word, Excel and Internet Explorer.

Required Qualifications and Experience

- Secondary School Diploma with 5 years' experience in a related field; or university degree with 3 years of work experience
- Previous experience in community engagement or mobilization
- Experience in communicating and working with a wide range of people, including people of culturally diverse backgrounds.
- Experience working in development or humanitarian programming (specifically in International or National NGO/UN) is an asset
- Experience in project coordination an asset

Language:

- Thorough knowledge of Arabic is essential.
- Basic English is required (minimum)
- Kurdish language (required for some governorates) is required

How to apply:

Interested candidates are invited to submit their applications via a link:
<http://iomiraq.net/vacancies/community-liaison-assistant-cla>

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: 31.8.2017 to 13.9.2017