



IOM International Organization for Migration
المنظمة الدولية للهجرة

Position Title: **Programme Assistant**
Organizational Unit: **Community Stabilization & Revitalization**
Duty Station: **Iraq - Anbar**
Type of Contract: **Sub-Contracting (Stars & Orbit)**
Grade: **Equivalent to G4**
Duration of Appointment: **Six (6) months with possibility of extension**
Closing Date: **November 21, 2017**
Reference Code: **SVN2017/IRQ/107**

Context:

Under general guidance of the Chief of Mission (CoM), Head of Office (HoO), and the National Operations Officer and Program Manager, the overall supervision by the Head of Satellite Office and the direct supervision of the Senior Program Assistant, the program Assistant will perform the following duties:

Core Functions / Responsibilities:

1. Conduct joint field visits together with program assistants covering various specializations, such as beneficiary selection, profiling, case management and psycho-social assistance. The objective of the joint assessments is for selection of target communities;
2. Mapping of the service providers for vocational, farming trainings, employment and external referral (in the community or neighbor community) to update the portal and use for the delivery of the services;
3. Conduct information meetings with target communities, outlining the objectives of IOM community stabilization and revitalization programs and services;
4. Interview, screen or assess the applicants referred to the program (using the relevant Arabic forms and set of established criteria) and select the beneficiaries;
5. Ensure accuracy of the data collected in the "Beneficiary Form" (local language) by confirming form completion and collecting the signatures of the beneficiaries and other relevant colleagues (e.g. case managers). In addition provide translation to English or coordinate with IT-Information Management assistants to enter the data in English in IOM portal;
6. Conduct individual counseling and assist in matching the beneficiary skill sets and background with the intended services. Utilize analysis of micro-businesses and economic mapping in the provision of appropriate advice during these sessions;
7. Assist beneficiaries in the development of business plans, service plans for trainings and job placement and submission to the operation staff at the Office level;
8. Coach government counter-parts in On-the-Job Training, and other individual livelihood assistance.
9. Conduct validation visits of the beneficiaries through monitoring visits to the location of the beneficiary and business premises;
10. Preparation of the related documentation in both languages: Arabic and English for delivery of IKG or toolkits;

11. Monitor the Programme beneficiaries on monthly basis and prepare relevant reports for the attention of the Senior Program Assistant and HoSO;
12. Coordinate with community stakeholders to identify deliver point (safe space) for distribution of the IKG to the beneficiaries and explain about the content of the letter of agreement about set up business;
13. Monitor the beneficiaries enrolled in the vocational and farming training courses twice a month and report/encode in the portal;
14. Identify beneficiaries that are deemed eligible for assistance but in which IOM is unable to provide the relevant services and refer them to other organizations in the community or surrounding communities. Follow-up with reporting the status of such cases in the portal;
15. Attend the regular meetings with Head of Satellite Office, Senior Program Assistants and when required, the National Operation Officers and Programme Manager;
16. Perform other duties required by the HoSO and Senior Program Assistant and other senior managers in the reporting line for this position.
17. Established and Maintained Quality Records in conformance with QA/QC terms

Specializations:

- Business Development Services – Program Assistants trained in CEFE will provide trainings, orientation of BDS, set up the community center, network with micro finance institutions and referrals for loans or microcredit;
- Gender Focal Point – Program Assistants appointed as gender focal point and trained on gender issues will focus on mentoring the Women Empowerment Groups, to ensure that their needs and priorities are taken into consideration and serve as an alternative voice to the CMTs.

Technical

- good communication, interpersonal and organizational skills;
- 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 and Excel, internet explorer.

Required Qualifications and Experience

- Secondary Scholl Diploma with 4 years experiences in the related field;
- Previous experiences in counselling activities is an advantage;
- Experience in communicating and working with a wide range of people, including people of culturally diverse backgrounds.

Languages

- Fluent in English and Arabic

How to apply:

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

<http://iomiraq.net/vacancies/programme-assistant-15>

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 07.11.2017 to 21.11.2017