



Open to Internal and External Candidates

Position Title : Project Clerk Cultural Orientation
Organization Unit : US Refugee Admissions Program
Duty Station : Baghdad, Iraq
Classification : General Service Staff, G3
Type of Appointment : One Year Fixed Term (OYFT)
Duration of Appointment : One Year with possibility of extension
Estimated Start Date : As soon as possible
Closing Date : 19th December, 2017
Reference Code : VN2017/IRQ/004

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

The United States Refugee Admissions Program (USRAP) operates world-wide with a target of providing resettlement opportunities to 50,000 or more individuals each year. IOM provides a range of services and support to the USRAP including, but not limited to, case processing, migration health assessments, cultural orientation training, organized transportation and administration of a travel loan and collections program. Some 1200 multi-disciplinary staff members work in support of the USRAP which has an annual budget in the range of USD 200 million. The Department of Operations and Emergencies (DOE), specifically the Resettlement and Movement Division (RMM), has the organizational responsibility to provide direction, oversight and guidance to IOM's global support to all resettlement programs.

Context:

Refugees and Migration (PRM), IOM manages the RSC for Middle East and North Africa (MENA). RSC MENA manages US resettlement activities in Jordan, Iraq, Egypt, Syria, Morocco, Algeria, Tunisia, Libya, Yemen, Oman, Saudi Arabia, Qatar, Bahrain, Kuwait, and United Arab Emirates. RSC MENA prepares applications for adjudication by and provides support to visiting US Citizenship and Immigration Services (USCIS) officers, facilitates security and medical screenings, provides information about arrivals to resettlement agencies in the US and offers Cultural Orientation (CO) training to individuals departing for the US.

Under the general supervision of the Project Coordinator – Iraq, RSC MENA and the direct supervision of the RSC Project Officer- Iraq, RSC MENA, and the Project Clerk is responsible for supporting RSC MENA activities in Baghdad by providing childcare to children of applicants, with the following duties and responsibilities:

Core Functions / Responsibilities:

Summary of key functions:

1. Support RSC MENA activities by providing childcare services to applicant children while their family member(s) or guardian(s) participate in interviews, counselling sessions, cultural orientation classes and other activities related to the USRAP in Baghdad, Iraq.
2. Provide compassionate, age-appropriate and safety-sensitive childcare to children ranging from infants to age 13.
3. Lead basic learning activities and games designed for a wide range of ages, including activities and games related to the process of resettlement and life in resettlement countries.
4. Safeguard all materials in designated childcare areas, including toys, books, learning materials, posters and furniture. Alert the RSC Project Officer- Iraq, RSC MENA if childcare materials are damaged or missing, and keep the RSC Project Officer- Iraq, RSC MENA informed of ongoing material needs
5. Maintain a clean and safe childcare environment by tidying designated childcare areas throughout the workday and assisting cleaning staff members with vacuuming, dusting and removing garbage as needed.
6. Provide applicant children with food and water as needed, ensuring they are consumed in a safe and hygienic manner.
7. As requested during time periods when no childcare is needed, assist RSC MENA staff members with non-childcare activities such as escorting applicants, managing crowd control in waiting areas, distributing food and water during interviews and conducting inventory of supplies.
8. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Secondary school with 3 years' experience, driver's license, knowledge of driving rules And regulations and skills in minor vehicle repair.

Experience

- Attention to detail and ability to organize;
- Excellent computer skills - Word, Excel and Internet;
- Strong interpersonal and communication skills;
- Ability to work under pressure with minimum supervision

Languages

Fluency in English and Arabic.

Required Competencies

Behavioural

Accountability

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

Client Orientation

- Identifies the immediate and peripheral clients of own work

Continuous Learning

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills

Communication

- Actively shares relevant information
- Writes clearly and effectively, adjusting wording to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

Performance Management

- Provides constructive feedback to colleagues

Professionalism

- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration solutions

Teamwork

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Actively supports and implements final group decisions

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation. Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable. Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

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

<http://iomiraq.net/vacancies/project-clerk-cultural-orientation>

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 05.12.2017 to 19.12.2017