



IOM International Organization for Migration
المنظمة الدولية للهجرة

Position Title: **Project Assistant (Returns)**
Duty Station: **Erbil - Iraq**
Organizational Unit: **Emergency**
Type of Contract: **Sub-Contracting (Stars & Orbit)**
Grade: **Equivalent to G5**
Duration of Appointment: **Six (6) months with possibility of extension**
Closing Date: **January 17, 2018**
Reference Code: **SVN2017/IRQ/012**

Context:

Under the overall guidance of the Senior Emergency and Humanitarian Coordinator, and the direct supervision of the Programme Coordinator- Returns Working Group, the Program Assistant will be responsible to perform the following duties:

Core Functions / Responsibilities:

1. Assist in monitoring return trends and continuous tracking of returns across Iraq, and highlight key issues on returns at governorate level;
2. Obtains and consolidate up to date information and issues from the field related to returns, organize incoming and outgoing correspondence and compile relevant abstracts from the Rapid Response Teams, Project staff, government and stakeholders on a regular basis;
3. In coordination with the project manager, identify core advocacy concerns, and contribute to key messages to broader advocacy initiatives on returns at National level;
4. Coordinate with HoSOs, RARTS, community stakeholders to identify key return issues, opportunities, and barriers to sustainable returns;
5. Conduct field visits in major return areas and assist in coordination with local authorities, agencies in the field, community leaders and other UN agencies on main return dynamics;
6. Conduct preparatory activities such as joint assessments with other programs, and prepare and share updates on major return highlights;
7. Work closely with the IM during data analysis and field staff and compile monthly and regular updates, briefs and reports on returns;
8. Preparation of the related documentation in both languages: Arabic and English for all the reports and return documents;
9. Maintains a data collection and analysis mechanisms and shares relevant information with partners within the humanitarian community as may be requested;
10. Support in preparation of work plans, related correspondence and progress reports, background documents and field reports;
11. Identify common strategies for communicating with public, media, and policy makers;
12. Support the coordination of the national and field level RWG coordination meetings, including venue set up and break down;

13. Assist the RWG Chair in the timely preparation of relevant papers and documents for meetings, newsletters, briefing packs and in the finalization of relevant reports;
14. Maintains monthly work plan, takes, maintains and dispatches all agenda and coordination minutes and related documentation from meetings;
15. Coordinate and maintain calendar of meetings, arrange appointments, draft correspondence; research for briefing materials and follow-up of action points from partners;
16. Draft correspondence and reports covering RWG coordination issues, compile statistical data, conduct follow up and respond to queries;
17. Maintenance of directory and mailing list of partners;
18. Perform such other duties as may be assigned.

Required Qualifications and Experience:

- Secondary school or Diploma, desirable to have university degree or an equivalent combination of relevant training and field experience highly desirable.
- Minimum experience of 4 years in related field.
- Experience working on returns issues at field level.
- Ability to work harmoniously withy 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:

- Thorough knowledge of English, Kurdish and Arabic are essential.

How to apply:

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

<http://iomiraq.net/vacancies/project-assistant-returns>

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: 10.01.2018 to 17.01.2018