



IOM International Organization for Migration
المنظمة الدولية للهجرة

Position Title: **Programme Assistant – Community Assistance Project (CAPs)**
Duty Station: **Sulaimanyah - Iraq**
Organizational Unit: **Community Stabilization and Revitalization**
Type of Contract: **Sub-Contracting (Stars & Orbit)**
Grade: **Equivalent to G5**
Duration of Appointment: **Six (6) months with possibility of extension**
Closing Date: **March 19, 2018**
Reference Code: **SVN2018/IRQ/032**

Context:

Under the general guidance of the Chief of Mission (CoM), the Head of Office, overall supervision of the Program Manager for Community Stabilization and Revitalization activities, close coordination with Project Officer for Community Assistants Projects (CAPs) in Erbil and direct supervision of the National Operations Officer and Senior Program Assistant the Program Assistant will perform the following duties:

Core Functions / Responsibilities:

1. Conduct joint field visits with other relevant team members as well as, community structures to assess the needs of the target communities (IDPs, returnees and host community residents). In addition, conduct an analysis of existing and planned natural and human resources in the targeted communities that may impact on proposed CAPs;
2. Contact key stakeholders in the selected community (local authorities, councils, leaders, CMT, WEG, UN agencies, NGOs) in coordination with other CSAR Unit team members to explain CAPs project objectives and to clarify potential areas of cooperation;
3. Attend brainstorming meetings with relevant team members (Project Assistants/Case Managers and Rapid Assessment Response Team - RART Assistants) to analysis the priority needs of the target communities. The CAP PA should prepare and submit minutes of such meetings;
4. Organize Focus Groups Discussions with community structures and representatives of the local community (which consists of women, youth and other interested groups) to assess priority's need of communities by using several established techniques, in order to enable local communities to prioritize their needs and enable local communities to tap into available resources. To focus on selecting CAPs project according to the selection criteria of CSAR activities;
5. Design a project bill of quantities (BoQs) with specifications in coordination with relevant governmental entities;
6. Obtain a letter of support from the relevant governmental entities (who will be responsible for providing the needed maintenance to the assisted facilities upon completion of project);
7. Prepare a project work plan;

8. Hold a meeting between local authority, contractor, CAP and CMT to agree on project work plan;
9. Establish a project management team comprised of CMT members, beneficiary, local council, a governmental engineer and a CAP Staff;
10. Profile the workers by using standard template and encode in the portal;
11. Conduct a field visit to project five times a week;
12. Conduct joint field visits with CMT/WEG at least twice during the implementation of the project;
13. Prepare a weekly progress report on the CAPs project activities and share with CAPs project officer and program manager;
14. Prepare Training Report for project management team on Technical issues related to project maintenance;
15. Prepare final narrative report and submit it to CAP project officer and program manager;
16. Provide Handover form, filled and signed by the Government Institution. Use IOM standard form;
17. Prepare a draft project proposal for project ideas using the IOM template and submit it to the PM – CSAR and the Focal Point for CAP, both located in Erbil, for their feedback. The proposal should include objectives, activities, deliverables, timeline, budget and roles and responsibilities);
18. Coordinate with HoSO and TCB members to obtain the support letters from relevant governmental entities pertaining to the IOM CAPs;
19. Identify and mobilize skilled workers from the local community or governorate in consultation with the project engineer in the targeted governorate;
20. Identify and mobilize non-skilled workers in the local community in coordination with IOM engineer and community structures;
21. Prepare a community plan in coordination with Community Management Team and representative from relevant governmental entities;
22. Identify and record the details of direct beneficiaries for each CAP using the standard form and send them to Project Officer and Information Management (IM) Assistant for encoding in the portal. Ensure compliance with IOM's personal privacy guidelines;
23. Track the daily attendance of temporary workers in coordination with project engineer (using excel sheet) and submit it to the Project Officer in Erbil ensuring a copy is also received by the Information Management Assistant for encoding in the Portal;
24. Prepare a work plan for CAPs in coordination with the project engineer assigned to the office, as well as, the preparation of a scope of work and Gantt chart for project. Have these endorsed by the Project Officer and Program Manager. ave ;

25. Follow up completed CAPs on a monthly basis for three months following the handover. Submit these reports to the Project Officer and Program Manager, as well as the Information Management Assistant for encoding;
26. Perform other duties assigned by superiors.

Required Qualifications and Experience:

- Civil engineering with 3 years of work experience in related field
- Experience working for the United Nations, an official mission, non-governmental organization or relevant government department a distinct advantage.
- 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.

Language:

- Kurdish, Arabic, and English and any other language is a plus

How to apply:

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

<http://iomiraq.net/vacancies/programme-assistant-%E2%80%93-community-assistance-project-caps-2>

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: 05.03.2018 to 19.03.2018