



IOM International Organization for Migration  
المنظمة الدولية للهجرة

Position Title: **RART - Team Leader**  
Organizational Unit: **Rapid Assessment and Response Team**  
Duty Station: **Ninawa - Iraq**  
Type of Contract: **Sub-Contracting (Stars & Orbit)**  
Grade: **Equivalent to G7**  
Duration of Appointment: **Three (3) months with possibility of extension**  
Closing Date: **July 21, 2018**  
Closing Date: **SVN2018/IRQ/115**

### **Context:**

Under the overall supervision of the Senior Emergency Coordinator and direct supervision of the National Emergency/DTM officer the incumbent is responsible for:

### **Core Functions / Responsibilities:**

1. Manage Ninewa RART team's daily activities in coordination with the Sr Emergency Officer including staff selection, developing work plans, managing all financial/administrative/operational paper work related to Ninewa team activities;
2. In close coordination with the Emergency Unit/DTM, coordinate emergency NFI and DTM responses across Ninewa and advise emergency unit on possible areas of intervention and operational environment;
3. ensure coordination with relevant local clusters on IOM response activity and ensure that IOMs response is timely and affective;
4. Contribute to preparedness activities and the review of operational procedures to ensure that IOM is adaptive and effective;
5. Advise and continually update emergency unit on the socio-political dynamics and provide conflict analysis to develop the missions understanding of the governorate;
6. Identify and lead on assessments in hard to reach areas, draft relevant assessment reports for the emergency unit including health, shelter, emergency livelihood and infrastructure to advise on IOMs integrated response;
7. Maintain and manage data entry for data collection for IOM programme including updates and reports, with a specific focus to compile DTM data;
8. Verify and ensure quality control of data received from the field and guarantee the integrity and protection of data as per DTM guidelines and IOM's Data Protection Manual;
9. Visit IDP and returnee communities and gather information on their number, location, background, and other basic data as requested for different IOM programs;

10. Visit IOM project beneficiaries and gather information needed for project monitoring and evaluation;
11. Act as the Mosul crisis focal person, by monitoring data flow, conducting quality control of IDP and returnee records both in camp and out of camp;
12. Act as RART focal point in its AoR by attending related meetings (internally and externally) and make sure the completion of all RART activities in time;
13. Prepares material, working papers and tables for monthly reports and submit to Senior Program Assistant/Team Leader;
14. Advise and keep IOM abreast of evolving returnee movements, trends and dynamics;
15. Perform any other duties assigned by direct supervisor and / or HoH / Chief of Mission.

### **Education and Experience:**

- Bachelor's degree in Business Management, Social Sciences or related fields.
- At least 5 years working experience in related fields.
- Strong interpersonal and intercultural skills with proven ability to work effectively and harmoniously with a team of colleagues.
- Mature individual, able to work independently under pressure, able to maintain accuracy, paying attention to details, meeting deadlines and working with minimal supervision.
- Personal commitment, efficiency, flexibility and drive for results.
- Solid computer skills, including proficiency in MS Office Packages (Office, excel, Power point, outlook) internet and E-mail.

### **Languages**

- Fluent in English and Arabic.

### **How to apply:**

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

<http://iomiraq.net/vacancies/rart-team-leader>

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: 12.07.2018 to 21.07.2018