



IOM International Organization for Migration
المنظمة الدولية للهجرة

Position Title: **Project Assistant**
Organizational Unit: **Community Policing**
Duty Station: **Basrah**
Type of Contract: **Stars Orbit, Subcontracted to IOM**
Type of Appointment: **Three Months with Possibility of Extension**
Grade: **Equivalent to G5**
Closing Date: **April 12, 2018**
Reference Code: **SVN2018/IRQ/047**

Context:

Under the overall guidance of the Chief of Mission (CoM), technical guidance of the Programme Manager, Migration Management and the direct supervision of the Senior Project Officer (Community Policing), the incumbent will coordinate at the field level the implementation and monitoring of IOM Community Policing Programme in an allocated geographic area

The incumbent will work within a team of other project assistants (PAs) to establish and monitor Community Police Forums (CPF). CPFs are structured spaces where members of a community can raise security issues with law enforcement actors in order to seek a non-violent resolution. The members of the CPF are trained on the Community Policing approach and are guided by a Terms of Reference and led by an elected working group. The information coming from the CPFs in terms of what security issues are of concern to them, whether there are cases requiring external referral and any further training needs are fed back to the Analysis of Information Management (AIM) Unit. This data is used to improve and tailor the programme activities to meet the needs of the communities.

Core Functions / Responsibilities:

1. Conduct preparatory activities such as assessments, obtain official approval and explain the idea of the Community Policing to the relevant stakeholders in target communities;
2. Deliver training to Community members, including civil society on the principles of CP, how to set up and run a CPF and establishing referral pathways;
3. In coordination with IOM's Head of Satellite Office Liaise with the relevant stakeholders in the community (law enforcement actors, civil society, community members) to ensure that CPFs meet on monthly basis at minimum;
4. Attend CPFs and assess if they are running in line with the standards established in the training, assist the CP officer to facilitate the discussion where necessary, ensuring that discussion is in line with ToRs, report back on the content and dynamics of the discussion to AIM, with a focus on gaps and areas for improvement;
5. Assist in preparing and running workshops and conferences, including developing pre- and post-training or workshop questionnaires and analysing, uploading and/or circulating information collected;

6. Support the Project structure to engender and maintain strategic relationships with the Iraqi police, local authorities and community leaders; act as the primary interlocutor with the Focal Officer of the Police at the Governorate level;
7. Support other Project Assistants to ensure close coordination and open communication with other IOM programmes, to ensure that operational synergies are created where possible;
8. Assist in entering and cleaning training-related data; coordinate 'remote' data entry, as needed;
9. Assist in organizing field visits for other staff, and translation during meetings and of relevant correspondence and other materials from Arabic into English and vice-versa, as requested by managing staff;
10. Understand and fulfil public visibility requirements, including the placement of banners, flags, wearing appropriate IOM visibility, providing pictures and information as requested for the development of public information material
11. Monitor and notify the program Manager, and the Senior Project staff of all potential/emerging risks associated with the project;
12. Undertake other duty travel as required;
13. Perform such other duties as may be assigned.

Desirable Qualifications:

- Secondary school or Diploma, desirable to have university degree or an equivalent combination of relevant training and field experience highly desirable.
- Minimum experience of 3 years in related field.
- Ability to work harmoniously with 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:

- Fluent in English and Arabic

How to apply:

Interested candidates are invited to submit their applications via a link:
<http://iomiraq.net/vacancies/project-assistant-7>

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: 03.04.2018 to 12.04.2018