



IOM International Organization for Migration
المنظمة الدولية للهجرة

Position Title: **Civil Society organizations Project Assistant**
Organizational Unit: **Community Policing**
Duty Station: **Baghdad- Iraq**
Type of Contract: **Sub-Contracting (Stars & Orbit)**
Grade: **Equivalent to G5**
Duration of Appointment: **Three (3) months with possibility of extension**
Closing Date: **April 18, 2018**
Closing Date: **SVN2018/IRQ/063**

Context:

Under the overall guidance of the Chief of the Migration Management Programme Manager, and technical guidance of the Peace, Security and Gender officer, the direct supervision of the National project Officer, the incumbent will implement activities aimed at increasing the collaboration between Civil Society Organizations (CSOs) and the law enforcement actors, community and government in addressing root causes of security related issues at the community level as a means to prevent crime and violent conflict in Anbar, Ninawa and Diyala.

The incumbent will facilitate and deliver trainings and oversee the implementation of community initiatives aimed at the collaboration between Civil Society Organizations and the law enforcement actors, community and government.

The project will focus on 25 communities in Anbar, Ninawa and Diyala and the incumbent will share written reports and relevant updates arising from the workshops and field with the Analysis and Information Management (AIM) Section. Under the supervision of the National project Officer, the incumbent will also coordinate with other IOM field staff working the same geographic or thematic areas.

Core Functions / Responsibilities:

1. Select CSOs based on previously conducted mappings of Civil Society engagement with community;
2. Facilitate an establishment of steering committee to discuss the safety and security problems, and discuss potential projects to solve the problems;
3. Deliver training/workshops to Community members, including civil society and law enforcement on the priorities and resources of the community and support initiatives;
4. Liaise with the relevant stakeholders in the community (law enforcement actors, civil society, and community members) to ensure the continues collaboration and provide support;
5. Follow up and monitor the implementation of the selected projects/initiatives and make sure the completion of all the relevant documentation;
6. Identify and report protection risks in a time sensitive manner, in line with IOM's protection Standard Operating Procedures;
7. Feedback information from mappings, trainings and meetings in the form of written reports to AIM, identifying gaps and areas for improvement as well as successes;
8. Maintain and promote strategic relationships with the Iraqi police, local authorities, community policing forums and civil society at the community level;
9. Support other Project Assistants to ensure close coordination and open communication with other IOM programmes, to ensure that operational synergies are created where possible;
10. When requested, assist in preparing and running workshops and conferences, including developing pre- and post-training or workshop questionnaires and analyzing, uploading and/or circulating information collected;

11. Assist in entering and cleaning training-related data; coordinate 'remote' data entry, as needed;
12. Assist in translation during meetings and of relevant correspondence and other materials from Arabic into English and vice-versa, as requested by managing staff;
13. Understand and fulfill 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;
14. Monitor and notify the program Manager, and the Senior Project staff of all potential/emerging risks associated with the project;
15. Undertake other duty travel as required;
16. Perform such other duties as may be assigned.

Required Skills and Experience

- University degree or an equivalent combination of relevant training and field experience highly desirable.
- Minimum experience of 3 years in related field.
- 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 environment

Language Requirements:

- Fluent in both Arabic and English is must (both written and spoken).

How to apply:

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

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: 09.04.2018 to 18.04.2018