



IOM International Organization for Migration
المنظمة الدولية للهجرة

Position Title: **Area Coordinator**
Organizational Unit: **Rapid Assessment and Response Team (RART)**
Duty Station: **Ninawa – Talafar**
Type of Contract: **Sub-Contracting (Stars & Orbit)**
Grade: **Equivalent to G7**
Duration of Appointment: **Three (3) months with the possibility of extension**
Closing Date: **October 13, 2018**
Reference Code: **SVN2018/IRQ/159**

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged as well as the Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the overall supervision of the Head of Office, the day-to-day supervision of the Coordination and Liaison Officer, and in close coordination with all IOM programmes and units working in the area of responsibility, the Area Coordinator will be responsible for the following:

Core Functions / Responsibilities:

1. Work closely with all IOM units and programmes operating in the area of responsibility, maintain updated knowledge and information on all IOM activities in the area;
2. Oversee Emergency operations for IDPs and returnees in the area of responsibility in coordination with relevant Head of Units;
3. Organize capacity building sessions with relevant staff on Emergency operations, including multi-sector needs assessments, distribution of shelter and non-food items, information management, coordination with communities and local authorities;
4. Assist programmes to manage any bottlenecks encountered with local communities, local authorities, or security, and identify opportunities to strengthen programme relevance; ensure that emerging issues or opportunities are flagged to the Head of Office and Heads of Units;
5. Represent IOM, along with relevant programmes and units, with local authorities, security actors and the community for the purpose of activity coordination and access; ensure an open line of communication with relevant KIs to stay abreast of changes in the operating environment;

6. Facilitate meetings with local authorities and key informants for all IOM departments operating in the area. Ensure that IOM's engagement with government partners is well-coordinated across programmes;
7. Ensure that all departments working in the area are taking the same approach in selecting targeted communities. Advise IOM on location selection to ensure that assistance is equally delivered across ethno-religious groups represented in the location, in line with needs assessments;
8. Support IOM Units without existing programmes in Tel Afar and/or Sinjar to organize scoping missions to the area and meet with key counterparts to discuss needs on the ground;
9. Organize periodic team meetings with all staff to share information, new instructions and allow staff to give feedback and listen to any concerns;
10. Recommend measures to strengthen team cohesion and build a positive working environment in Tel Afar and Sinjar. Ensure that concerns related to staff welfare are flagged with the Head of Office and/or Human Resources;
11. Coordinate closely with support units (admin-finance and logistics) in Ninewa to ensure high-quality service is provided with regard to HR, financial transactions, and procurement related activities;
12. Monitor attendance and movements of all staff in Tel Afar and Sinjar, including use of (rented) vehicles.

Required Qualifications and Experience

- University Degree or equivalent with 5 years of work experience.
- Proactively identifies and advocates for cost-efficient technology solutions.
- Good communication skills.
- Ability to meet deadlines and work under pressure.
- Personal commitment, efficiency, flexibility, drive for results.

Language:

- Fluent in English, Arabic is required.

How to apply:

Interested candidates are invited to submit their applications via a link:
<http://www.iomiraq.net/vacancies/area-coordinator>

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 04.10.2018 to 13.10.2018