



Organization or Agency: **International Organization for Migration (IOM)**  
Position Title: **Programme Assistants – Survey Team Leader**  
Organizational Unit: **Returns and Recovery Unit**  
Duty Station: **Iraq – Ninawa**  
Type of Contract: **Sub-Contracting (Stars & Orbit)**  
Grade: **Equivalent to G5**  
Duration of Appointment: **Four (4) months with the possibility of extension**  
Closing Date: **December 16, 2018**  
Reference Code: **SVN2018/IRQ/185**

*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 guidance of Head of Office and Head of Returns and Recovery units, under the overall supervision of the Project officer and under the direct supervision of the national operations officer, the incumbent will be responsible for performing operational assistance to the survey operations, according to IOM standards and procedures and training received in carrying out their tasks, in particular:

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

1. Supervise and be responsible of a team of enumerators
2. Actively contribute to the drafting and revision of data collection tools and sample selection, based on the research criteria and on knowledge of the areas and population groups under study
3. Participate and actively contribute to data review workshop, inputting field knowledge into the data analysis
4. Contribute to the analysis and presentation of findings during data review workshops and research dissemination events
5. Have a thorough understanding of different methodologies for data collection (i.e. quantitative household interviews and qualitative in depth interviews and focus groups)
6. Be responsible of the logistic of data collection during repeat rounds of field work, ensuring materials and resources are in place for the successful completion of required interviews; timely inform the administration on logistical needs (material, transportation, security etc).
7. Collect and review the data collected in the forms after fieldwork.
8. Be responsible for the completion of the required interviews and for the quality of the information collected. Ensure that the quality of data collected is met and in line with the Survey guidelines and requirements.
9. Train the staff under his/ her supervision in the field on code of conduct and guarantee good behavior of agents on the sites;

10. Ensure that the staff is on time and well prepared/ informed and equipped for the operations
11. Supervise the attendance list and the payroll preparation of his/her team submit to the Survey Coordinator
12. Liaise with other IOM offices to conduct fieldwork in different locations in Iraq
13. Liaise with security officers DSS and Iraqi forces and be aware and alert to the security situation of survey areas.
14. Other related duties as may be assigned

**Education, experience and competencies:**

- Bachelor's degree in Social Science (Economics, Statistics, International Relations, Political Sciences) or a related field from an accredited academic institution with 3 years of relevant professional experience in research-related to data collection, as advantage of having the Master's degree in Social Science (Economics, Statistics, International Relations, Political Sciences)
  
- Experience in organizing data collection and coordinating fieldwork and enumerator teams, access to key informants, are an asset.

**Language:**

- Excellent command of English and working knowledge of Arabic.
- Any other language is an asset.

**How to apply:**

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

<http://www.iomiraq.net/vacancies/programme-assistants-%E2%80%93-survey-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: 02.12.2018 to 16.12.2018