



Organization or Agency: **International Organization for Migration (IOM)**  
Position Title: **Operations Officer North East Region (Diyala, Erbil, Kirkuk, Sulaymaniyah)**  
Organizational Unit: **Transition and Recovery Unit**  
Duty Station: **Iraq, Erbil**  
Type of Contract: **Sub-Contracting (Stars & Orbit)**  
Grade: **Equivalent to NOA**  
Duration of Appointment: **Six (6) months with the possibility of extension**  
Closing Date: **January 17, 2019**  
Reference Code: **SVN2019/IRQ/004**

*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.*

### **Organizational Context and Scope:**

The primary objective of the Return and Recovery Unit (RRU) within IOM Iraq is to contribute to the removal of obstacles to return in Iraq's post-conflict areas and lay the foundations for longer-term recovery, economic development and stabilization.

Under the general guidance of the Chief of Mission (COM) and the Senior Emergency Coordinator/Head of Programmes, the overall supervision of the Head of the Return and Recovery Unit, reporting directly to the North East Regional Coordinator, the Operations Officer – North East Region (Diyala, Erbil, Kirkuk, Sulaymaniyah) will be responsible for certain aspects of management, program liaison, external relations, coordination and assigned technical tasks related to all operations in the Area of Responsibility (Diyala, Erbil, Kirkuk, Sulaymaniyah) with the overall objective of ensuring timely, effective and proper implementation of activities.

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

#### ***Management***

1. Assist the Regional Coordinator in managing the implementation of all operational activities in the governorates within the Area of Responsibility (Diyala, Erbil, Kirkuk, Sulaymaniyah);
2. Provide direct supervision for Team Leaders and secondary supervision for all RRU operational staff in the Area of Responsibility, reporting any substantiated staff performance concerns and recommendations for improvement or corrective action to

the Regional Coordinator;

3. Support management structures that ensure for the timely, effective and proper implementation of all projects and assigned responsibilities of field teams in the Area of Responsibility;
4. Supervise and support field-based teams in the identification of locations, projects and beneficiaries within the Area of Responsibility by conducting field visits with relevant team members and community structures to assess the needs of the locations, report on existing and planned interventions and resources, and analyze impact of project activities;
5. Pro-actively offer suggestions and advice to management regarding improvements in implementation and initiate such improvements as requested;

### ***Program Liaison***

6. Coordinate the implementation of mechanisms and methodologies for data collection, field progress reports, Monitoring and Evaluation reports, and donor reports from field teams in the Area of Responsibility and train IOM staff and counterparts when needed on the mechanisms;
7. Support the review of reports and analysis on return areas in order to conduct rapid assessments and activity implementation based on return trends;
8. Ensure that synergies are built with other IOM Units in the Area of Responsibility in order to synchronize all activities carried out under different services areas;
9. Liaise with technical specialists within IOM/RRU regarding selection processes, community engagement approaches, livelihood activities, and infrastructure projects to ensure timely implementation of activities, incorporation of best practices and compliance with IOM's procedures related to general activity implementation;
10. Assist in the recording and documentation of field activities to provide information to support units within IOM related to donor liaison, project development and public information/press outreach;

### ***External Liaison and Coordination***

11. In coordination with the Heads of Sub-Office for Diyala, Erbil, Kirkuk and Sulaymaniyah, establish contacts and participate in meetings with relevant local, district, governorate and, if requested, national authorities and counterparts to ensure a high level of government coordination and participation in IOM activities;
12. Conduct outreach and participate in forums held by national, regional and local government entities, UN agencies, NGOs, and other parties within the Area of Responsibility to facilitate project implementation, create partnerships and ensure proper coordination and information sharing;
13. Undertake field visits and duty travel to implement and monitor the different project activities under the portfolio, meet project counterparts and develop new initiatives;
14. Perform such other duties as may be assigned.

## **Qualifications**

### **Education:**

- Master's level degree in Political Science, Migration Studies, Law, International Relations or a related field from an accredited academic institution with two years of relevant professional experience; or
- University degree in the above fields with four years of relevant professional experience.

### **Experience:**

- Experience in managing several types of community-based projects;
- Experience in interventions aimed at supporting area-based community recovery;
- Experience in liaising with government authorities, other national/international technical counterparts and NGOs, and building effective partnerships;
- Proven ability to supervise, coach, and direct staff and manage operations in transitional/post-conflict contexts;
- Previous working experience in Iraq or the Middle East and Northern Africa region is advantageous;
- Willing to conduct constant travel within the Area of Responsibility.

### **Language:**

- Excellent command of English, Arabic and Kurdish required;
- 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/operations-officer>

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: 03.01.2019 to 17.01.2019