



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **Reintegration Assistant**
Organizational Unit: **Movement and Assisted Migration**
Duty Station: **Baghdad - Iraq**
Type of Contract: **Sub-Contracting (Stars & Orbit)**
Grade: **Equivalent to G4**
Duration of Appointment: **Six (6) months with the possibility of extension**
Closing Date: **February 13, 2019**
Reference Code: **SVN2019/IRQ/038**

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 general Guidance of the Head of Liaison and Programmes & Programme Manager (Migration Mgt), the overall supervision of Migration Management Officer and National Program Officer and direct supervision of Reintegration Focal Point, the Reintegration Assistant will be responsible for the following duties:

Core Functions / Responsibilities:

1. Receive the referral applicants to the IOM programs and schedule the assistance;
2. Assist the reintegration focal point in organizing group counselling sessions for returned migrants and other vulnerable groups to provide information related to socio-economic situation in the location's migrants returned to
3. Provide information and counseling to the IOM project's beneficiaries with interviews, data collection and orientation by using designed forms;
4. Make referral to IOM services and to other existing programs in the community;
5. Assist the beneficiaries according to the selected services by using the appropriate tool and methods. i.e., business plan, on the job training, job placement and vocational training;
6. Update on-line tools used by IOM Iraq to track "live" the status of implementation of each case, such as the IOM Iraq Portal
7. Conduct visits to the beneficiaries' locations to validate the business plans
8. Track the beneficiaries list on daily basis and update the beneficiaries' files
9. Maintain updated the list of services providers, suppliers and micro credit institutions

10. Perform delivery services including in Kind Grants to the beneficiaries according the IOM methods and financial procedures
11. Follow up with the beneficiaries who are in the process of benefiting from reintegration grants and notify the reintegration focal point of the result of the visit accordingly.
12. Take part in trainings or refreshment courses organized by the IOM Iraq mission or by external partners on the above-mentioned areas.
13. Assist the team leader/the Reintegration Focal Point with updated information for weekly report
14. Perform other required duties assigned by direct supervisor and/or HoO/CoM.

Qualifications:

Required Qualifications and Experience

- University degree, preferably in the area of human resources or public administration.
- Minimum 2 years of relevant experience; experience with IOM or another international organization is considered an advantage
- Experience in working in an international environment and in liaising with a variety of partners at all levels of the hierarchy.
- Excellent communication and negotiation skills. Ability to present clear and concise information.
- Ability to handle confidential matters.
- Good level of computer literacy.
- Personal commitment, efficiency, flexibility, drives for results.
- Effectively applies knowledge of warehousing management issues within organizational context.
- Actively contributes to an effective, collegial, and agreeable team Environment.
- Establishes and maintains effective working relationships with clients

Language:

- Excellent command of English and Arabic are 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/reintegration-assistant-4>

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: 30.01.2019 to 13.02.2019