



IOM International Organization for Migration

Open to Internal and External Candidates

Position Title : **Senior Social Cohesion Assistant (Team leader)**  
Organizational unit : **Community Stabilization Unit**  
Duty Station : **Kirkuk - Iraq**  
Classification : **General Service Staff, Grade G6**  
Type of Appointment : **Special Short Term contract (SST)**  
Duration of Appointment : **Six (6) months with possibility of extension**  
Closing Date : **26<sup>th</sup> February 2019**  
Reference Code : **SVN2019/IRQ/054**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

*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 general guidance of the Chief of Mission & Senior Emergency and Programmes Coordinator/ Head of Programmes, the overall supervision of the Head, Community Stabilization Unit (CSU), the administrative supervision of head of Kirkuk sub-office and functional supervision of the Project Officer , the successful candidate will be responsible to:

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

1. Technical support, coordination and supervision of psychosocial and social cohesion teams in Erbil governorate, ensuring timely and effective execution of project's activities and operational plans; as well as efficient, transparent and accountable use of allocated funding.
2. Maintain partnerships and close coordination with local authorities concerned with psychosocial support and social cohesion aims and project objectives in the Governorate, including Governor and Mayors' Offices, Provincial and City Councils, line ministries branches (MoYS, MoLSA, MoH, MoMD), religious and traditional leaders.

3. Promote partnership, capacity building and strengthening of civil societies organizations, including local NGOs, women's and youth associations, by providing training, coaching and networking.
4. Carry on needs assessments, support researches, suggest action plans to promote psychosocial support and social cohesion at Governorate level, design operational plans to enhance access to psychosocial services and peacebuilding opportunities.
5. Assist the psychosocial/social cohesion Program Manager and MHPSS officer in the overall management of the program in the Governorate, including administrative, coordination, and project development functions.
6. Support the maintenance of project documentation and information, including the preparation of Arabic, Kurdish and English translations of technical documents.
7. In accordance with structured reporting requirements and informal reporting needs, prepare clear and concise reports of all activities undertaken.
8. Ensure that hardcopy and electronic information systems are maintained, particularly the important notes of all key monitoring, implementation and coordination activities.
9. Provide training sessions to IOM staff, psychosocial and social cohesion field teams, community focal points and partner organizations staff.
10. Organize training modules and liaison with national and regional professionals and academics.
11. Participate in the continuous monitoring and evaluation of the program and in the logistical elaboration of the programmatic phases of intervention.
12. Perform such other duties as may be assigned by the Project Manager and Social Cohesion Project Officer.

### ***Required Competencies***

The incumbent is expected to demonstrate the following values and competencies:

#### **Values**

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

#### **Core Competencies** – behavioural indicators *level 2*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Advocates for collaboration across the Organization and creates collaborative systems and integrated processes to achieve Organizational goals.

- Builds consensus for task purpose and direction with colleagues at all levels.
  - Monitors and evaluates the effectiveness of partnerships and takes action to enhance their effectiveness.
  - Identifies and breaks down barriers to cooperation within teams, and between teams, units, sections, divisions, and organizations.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Challenges self and team to deliver high quality results, in line with Organizational goals.
  - Leads and facilitates work planning, alerting those involved of potential obstacles and helping to identify suitable alternative options as needed.
  - Persuades management to undertake new projects and services that benefit internal and external clients; uses performance standards to monitor projects.
  - Tailors organizational targets to meet changing demands in the external environment
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Promotes the development and use of organization-wide knowledge sharing systems that capture all relevant information from sources inside and outside of the Organization.
  - Leads in defining and prioritizing the Organization's knowledge needs.
  - Establishes and fosters a culture that encourages change, innovation and continuous learning.
  - Encourages and supports others to be innovative and actively generates new perspectives on own and team's work.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
    - Demonstrates individual responsibility for defining and delivering on the Organization's priorities.
    - Delegates authority to match responsibilities, and holds staff accountable for agreed-upon commitments.
    - Consistently assumes responsibility for Divisional or Departmental actions by explaining successes, failures, and proposing remedial actions.
    - Invests significant time in creating a culture of accountability and responsibility by using experience and advice to guide others.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

- Clearly and simply communicates the IOM mandate and seeks opportunities to represent the organization externally to promote its mandate.
- Communicates confidently, commands attention and respect when speaking, and projects credibility.
- Influences others and negotiates effectively through a persuasive, flexible approach.
- Keeps staff informed of decisions and directives of senior management and communicates them in a manner that ensures understanding and acceptance.

### **Managerial Competencies<sup>1</sup>** – behavioural indicators *level 3*

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
  - Proactively develops strategies to accomplish objectives and empowers others to translate vision into results.
  - Provides clear vision, direction and purpose and charts a clear course to achievement.
  - Does not accept the status quo; drives for improvement and change, inspiring others to embrace it.
  - Builds positive influence across the wider organization and strategic relationships with external stakeholders.
- Empowering others and building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
  - Encourages individuals to take initiatives and responsibility for putting new ideas/activities into practice and making them work.
  - Supports teams to succeed, devoting dedicated time to empowering people through coaching and mentoring and sharing expertise/knowledge.
  - Inspires enthusiasm and a positive attitude in people towards their work and contribution to the Organization's success.
  - Promotes autonomy and empowerment throughout the Organization.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.
  - Always works with an orientation to the future, encouraging others to consider the Organization's medium and long-term strategy when setting departmental objectives.
  - Steps back from operational issues to focus on a long-term direction for the area of responsibility.

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<sup>1</sup> As applicable.

- Identifies strategic issues and risks that may impede the delivery of the Organization's strategic objectives and addresses concerns in a timely manner to gain buy-in from stakeholders.
- Generates and communicates broad and compelling organizational direction inspiring others to pursue that same direction.

## **Education**

- Bachelor's degree in Political Science, Education or Social Sciences with at least 4 years of relevant work experience  
Or
- High school certificate with at least 6 years of relevant work experience
- Post-graduate studies in political or peacebuilding studies, sociology and/or Psychosocial Support in emergency settings is an advantage.

## **Experience**

- 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.
- Experience in communicating and working with a wide range of people including people of culturally diverse backgrounds.
- Good level of computer literacy, knowledge of SAP will be considered as an advantage.
- Proficiency in Office applications, including Word, Excel, Power Point, Explorer.

## **Languages**

- Excellent command of English, Arabic and Kurdish are required;
- Any other language is an asset.

## **Other**

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

***How to apply:***

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

<http://www.iomiraq.net/vacancies/community-stabilization-unit>

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 19.02.2019 to 26.02.2019