



IOM International Organization for Migration

Open to Internal and External Candidates

Position Title : **National Community Stabilization Unit Officer**
Organizational Unit : **Community Stabilization Unit**
Duty Station : **Erbil - Iraq**
Classification : **National Officer Category, Grade “ NOA”**
Type of Appointment : **Special Short Term contract (SST)**
Duration of Appointment : **Six (6) months with possibility of extension**
Closing Date : **28th February 2019**
Reference Code : **SVN2019/IRQ/056**

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 overall supervision of the Chief of Mission in Iraq and Senior Emergency Coordinator/Head of programmes, the direct supervision of the Head of the Community Stabilisation Unit (CSU), the incumbent will Support the implementation of IOM’s community stabilisation programme in Iraq, overseeing procurement, administration, and, in close coordination with the Head of Unit, financial tracking of CSU projects. S/he will play a key role in ensuring the CSU teams’ compliance with IOM and donor rules and regulations, and act as the unit’s bridge with support units, including Finance, Logistics, and Human Resources.

Core Functions / Responsibilities:

1. Support the implementation of IOM’s community stabilisation programme in Iraq, overseeing procurement, administration, and, in close coordination with the Head of Unit, financial tracking of CSU projects;
2. Develop internal guidelines and standard operating procedures (SOPs) to strengthen compliance with IOM and donor rules and regulations and streamline procedures within the unit;
3. Identify bottlenecks in project implementation and work with the Head of Unit, relevant support units in Erbil, and Heads of Sub-Office to identify viable solutions;

4. Liaise closely with the Logistics Unit to ensure timely procurement, secure storage, and close tracking of all CSU equipment and supplies;
5. Take a leading role in the organization of conferences, trainings, workshops and events, in line with programme requirements;
6. Supporting the identification and mobilization of national and international consultants, organizing travel plans and schedules, monitoring deliverables and payments, etc.
7. Act as the technical supervisor of the CSU administration team in Baghdad, Dohuk, and Erbil and the administrative supervisor of the data entry and analysis team in Erbil;
8. Support the Head of Unit to hire and supervise CSU staff and provide training and guidance to build relevant internal capacities;
9. Identify, analyse, and resolve diverse issues/problems as they arise, working in close coordination with Head of Unit and other relevant colleagues;
10. Develop and update reporting and monitoring tools to keep track of programme activities and ensure that all relevant documentation is available upon request;
11. Support resource mobilization efforts as well as meeting donor reporting requirements.
12. Organize and keep project-related documents, according to an established filing system.
13. Upon Head of Unit request, conduct field missions to assess and resolve bottlenecks which are impeding timely project implementation.
14. Perform such other duties as may be assigned

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 Competencies¹ – behavioural indicators *level 2*

- 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.
 - 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 and Experience

- University Degree with 2 years of work experience.
- Previous experience working with another international organization
- Takes responsibility and manages constructive criticism

¹ As applicable.

- Works effectively with all clients and stakeholders;
- Promotes continuous learning; communicates clearly;
- Takes initiative and drives high levels of performance management;
- Plans work, anticipates risks, and sets goals within area of responsibility;
- Displays mastery of subject matter;
- Contributes to a collegial team environment;
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation;
- Displays awareness of relevant technological solutions;
- Works with internal and external stakeholders to meet resource needs of IOM.

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/national-community-stabilization-unit-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 21.02.2019 to 28.02.2019