

**Call for CVs;**

Organization or Agency: **International Organization for Migration (IOM)**  
Position Title: **Training Specialist (2 Positions)**  
Organizational Unit: **Migration Management Unit (MMU)**  
Duty Station: **Erbil - Iraq**  
Type of Contract: **Consultant**  
Grade: **Equivalent to P2**  
Duration of Appointment: **Six (6) months with the possibility of extension**  
Closing Date: **25<sup>th</sup> February 2020**  
Reference Code: **CFCV2020/IRQ/037**

***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, the internal candidates are considered as first-tier candidates.***

**Context:**

Under the general guidance of the Chief of Mission (CoM), overall supervision of the Programme Manager of the Migration Management Unit (MMU), and the direct supervision of the Migration Analysis and Information Officer, the incumbent will design and re-tailor existing training material for the entire MMU's portfolio. Specifically, the incumbent will adapt existing training curriculum for community members and law enforcement to apply and mainstream the Community Policing (CP) approach to rebuild trust in the communities. The incumbent will also develop and adapt training modules on return migration and irregular migration pathways for internal (IOM Iraq) and external users (Government officials) and on integrated border management (IBM) for law enforcement. The incumbent will then train IOM staff on delivering this training and will subsequently monitor staff when they deliver the training.

**Core Functions / Responsibilities**

1. Under the supervision of the Migration Analysis and Information Officer, and in coordination with the Technical Cooperation and Security Governance officer, adapt and further enhance the existing IBM and CP training for law enforcement officers and community members to be more interactive, and responsive to the gaps identified through out implementation.
2. Under the supervision of the Migration Analysis and Information Officer, and in coordination with the Migration Governance officer, develop training materials for government officials and community members to increase the knowledge, understanding and operationalization's capabilities of Service Providers' mapping and Referral mechanism to reintegration assistance.
3. Develop and deliver training of trainer (ToT) trainings for IOM staff on the on the re-designed CP and IBM Training curriculum for law enforcement and community members.
4. Develop and deliver training of trainer (ToT) trainings for IOM staff on the designed Return Migration & Irregular Migration curriculum for government officials.
5. Under the supervision of the Migration Analysis and Information Officer, and in coordination with relevant project officers, develop training materials for community members and law enforcement including crosscutting themes such as counter trafficking and participation of women and youth in peace and security dialogue.

6. With the support of the Training Specialist Assistant develop training materials in English and Arabic including agendas, power point presentations, training exercises and training feedback tools such as post-training tests and evaluations.
7. Under the supervision of the Migration Analysis and Information Officer, and with the support of the Training Specialist Assistant, develop an easy to use training report template for IOM staff to use to assess the trainings in order to identify what needs improvement.
8. Under the supervision of the Migration Analysis and Information Officer, and with the support of the Training Specialist Assistant, produce detailed training reports reporting qualitative and quantitative data and draft recommendations.
9. Provide inputs, quantitative and qualitative data on training dynamics and training results to draft donor reports and informative materials.
10. Under the supervision of the Migration Analysis and Information Officer, liaise with other IOM units to develop training materials in line with IOM standards and to ensure data collection and representation is consistent and correct.
11. Under the supervision of the Migration Analysis and Information Officer, provide inputs into any future programme development with regards to training methodologies and budget.
12. With the support of the Training Specialist Assistant, facilitate the planning, organization and facilitation of workshops, trainings, and field visits for key stakeholders, donors and IOM counterparts from sending missions, as advised from the MMU management and in coordination with relevant support units within the IOM Iraq mission (Programme Support Unit, Public Information, Logistics).
13. Adhere to the applicable IOM policies and procedures with regards to field travel, preparation of trainings and any other work.
14. Support adequate levels of information sharing between internal units, cluster partners, IOM and other emergency response actors.
15. Perform such other duties as may be assigned.

## **Required Qualifications**

### **Education**

- Bachelor's degree with 4 years of experience, preferably in Development Studies, International Relations, Political Science, or other relevant areas

### **Experience & Skills**

- Experience in communicating and working with a wide range of actors, including people of culturally diverse backgrounds, government and authorities, humanitarian actors (UN agencies and NGOs).
- Experience working in development or humanitarian programming (specifically in International or National NGO/UN) is an asset.
- Experience in project coordination an asset.
- High level of computer literacy with specific proficiency in Microsoft applications.
- Reliable, efficiency, high level of professionalism, organizational skills and ability to work under pressure and adhere to strict deadlines.
- Good analytical skills for financial data, strong sense of details and accuracy.
- Ability to prepare clear and concise reports.

### **Languages**

- Fluency in English and Arabic is required.
- Any other language is an advantage.

### **Behavioral Competencies**

- Takes responsibility and manages constructive criticism.
- Works effectively with all focal points and managers.
- 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.

***IOM IN/234 - Policy and Procedures for Preventing and Responding to Sexual Exploitation and Abuse***

*IOM has a policy of zero tolerance of sexual exploitation and abuse (SEA) by IOM staff members and the employees or any other persons engaged and controlled by IOM Contractors. The staff members and all contract type holders shall protect against and prevent sexual exploitation and abuse (PSEA).*

**How to apply:**

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

<https://iraq.iom.int/jobs/training-specialist>

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: 11.02.2020 to 25.02.2020