



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **Rapid Assessment and Response Team Assistant**
Organizational Unit: **DTM/Emergency**
Duty Station: **Anbar (west Anbar) – Iraq**
Type of Contract: **Sub-Contract to Stars & Orbit**
Grade: **Equivalent to G4**
Duration of Appointment: **Three (3) months, with possibility of extension subject to satisfactory performance and funds availability**
Closing Date: **04th March 2020**
Reference Code: **CFA2020/IRQ/049**

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 Head of office, the administrative supervision of the Head of sub-Office, the overall supervision of the Emergency and DTM Operations Officers and the direct supervision of the Governorate Team Leader (RART), the incumbent will be responsible for data collection and distribution activities.

Core Functions / Responsibilities

1. Visit IDPs and returnee communities and gather accurate information on their number, location, background, and other basic data as requested.
2. Visit IOM project beneficiaries and gather information needed for project monitoring and evaluation.
3. Collect the information on humanitarian needs through close coordination with counterparts and returnee community leaders.
4. Travel to data collection sites when necessary and ensure compliance with security protocols of IOM.
5. Prepares material, working papers and tables for monthly reports and submit to Team Leader.
6. Advise and keep DTM/PRU abreast of evolving returnee movements, trends and dynamics.
7. Report to direct supervisor on implementation status, including the progress, irregularities and shortfalls
8. Respect assessment deadlines ensure the accuracy of the survey data submitted, as well as integrity and protection of data as per DTM guidelines and IOM's Data Protection Manual.
9. Perform any other duties assigned by superiors.

Required Qualifications

Education:

- University Degree from an accredited academic institution.

Experience and Skills

- 2 years of work experience in data collection activities or program implementation
- Familiarity with assessments, particularly quantitative and qualitative data collection practices;
- Good writing, communication and negotiation skills.
- Personal commitment, efficiency, flexibility, drive for results; capacity to work effectively and harmoniously within a team of colleagues from varied cultures and professional backgrounds.

Languages:

- Fluency in Arabic, working knowledge of English is an asset

Behavioral Competencies

- Work prioritization and ability to multitask.
- Shares knowledge and experience.
- Positive, constructive attitude.
- Ability to work and act under pressure with discretion in politically sensitive environment with a minimum of comfort.
- Responds positively to critical feedback and differing points of view.
- Ready to work independently, under tight deadlines.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Ability to work in a multi-cultural team environment with a positive attitude.
- Highest standards of integrity, discretion and loyalty.
- Strives for supportive working environment and positive working relationship.
- Focuses on result for the client and responds positively to feedback.
- Creates a respectful office environment free of harassment, retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA).

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 this link:

<https://iraq.iom.int/jobs/rapid-assessment-and-response-team-assistant>

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: 19.02.2020 to 04.03.2020