



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **Senior Livelihoods Programme Assistant**
Organizational Unit: **Return and Recovery Unit**
Duty Station: **Anbar (Ramadi)-Iraq**
Type of Contract: **Sub-Contract to Stars & Orbit**
Grade: **Equivalent to G6**
Duration of Appointment: **Six (6) months with possibility of extension subject to satisfactory performance and funds availability**
Closing Date: **03rd December 2020**
Reference Code: **CFA2020/IRQ/331**

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/Reporting line:

Under the general guidance of Chief of Mission (CoM), the overall supervision of the Head, Returns and Recovery Unit and the direct supervision of Anbar RRU Team Leader in close Coordination with the Regional Coordinator with the technical coordination of the Regional Livelihoods Technical Advisor; the incumbent will be responsible for the following duties:

Core Functions / Responsibilities:

1. Provide support to the livelihood programme associates in all locations where RRU is active in Anbar during roll-out of livelihood activities, including trainings of staff in preparation for activities and direct support during the various stages of activity implementation.
2. Provide direct support specifically to the implementation of IOM's Enterprise Development Fund (EDF) , Individual Livelihoods Assistance (ILA), Cash for Work (CfW) in Anbar, including: backstopping for verification process during the lifespan of the EDF grant; support to ME process during and after the grant process, making recommendations for improving the post-grant oversight and evaluation tools; and, providing feedback and advice on EDF criteria, participating in relevant workshops and review sessions when required.
3. Provide support during livelihoods assessments in Anbar - including labor market assessments, supply chain and/or value chain mapping, and assessments for IOM's SME grant-based activities - and assist in identifying business development needs and growth sectors in the geographic areas covered by IOM livelihood activities in Anbar.
4. Maintain a high level of understanding of IOM's livelihood technical portfolio, ensuing participation in and full understanding of any reviews and revisions in SOPs, guidelines and assessment tools.

5. Assist in conducting capacity building trainings on all IOM livelihood activities when necessary, in coordination with the RRU livelihoods technical team.
6. Assist the unit to identify relevant stakeholders and create new opportunities with national or local associations, chambers of commerce / industry, and partners for IOM's livelihoods programmes.
7. Fulfill responsibilities of SME advisor and trainer using IOM-selected methodology, which includes conducting Business Development Service (BDS) training for IOM supported beneficiaries to assist them in a business start-up or to enhancing their business.
8. Ensure appropriate selection of project beneficiaries by conducting interviews, registering, and profiling applicants using specific criteria.
9. Support IOM selected beneficiaries by facilitating orientation meetings and/or one-to-one counseling sessions as necessary and support them in the formulation of their business plans.
10. Travel to project sites on a regular basis to monitor individuals who have received IOM livelihoods assistance, ensure that activities are being carried out in accordance with livelihoods guidelines and provide guidance to the Livelihoods Program Associates in order to make necessary improvements or changes to livelihoods service delivery.
11. Ensure that all distributions of cash grants, tools and equipment are monitored for both quality and quantity and that relationship management with vendors is maintained in project locations.
12. Organize and conduct satisfaction and feedback surveys in order to improve future livelihoods projects.
13. Monitor achievements in accordance with work plans and report progress to the Livelihoods Team and relevant Team Leader to improve delivery of livelihoods assistance.
14. Coordinate with field staff and the Information Management (IM) unit to maintain up-to-date and accurate beneficiary data in the IOM Portal.
15. Perform such other duties as may be assigned by supervisor.

Required Qualifications

Education:

- University degree from an accredited university or institute in social sciences, or equivalent combination of relevant training and practical experience.

Experience and Skills:

- Minimum 4 years of relevant experience in social projects/community stabilization though a gender point and experience with international organization is an advantage
- Proficiency in Microsoft office functions.

Languages:

- Fluency in English and Arabic is required.

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.

- 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:

While this vacancy is open to both Internals and Externals, priority shall be given to qualified Internal applicants.

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

<https://vacancies.my-soc.org/apply.php?job=20201119124857&token=m073oZqMaHPrUwX8tk6NGKYOz>

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: 19.11.2020 to: 03.12.2020