



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **Senior MHPSS Assistant**
Organizational Unit: **Community Stabilization Unit**
Duty Station: **Kirkuk or Baghdad**
Type of Contract: **Sub-Contract to Stars & Orbit**
Grade: **Equivalent to G6**
Duration of Appointment: **Three (3) months, with possibility of extension subject to satisfactory performance and funds availability**
Closing Date: **25th November 2020**
Reference Code: **CFA2020/IRQ/327**

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 the Community Stabilization Unit, the overall supervision of IOM Iraq MHPSS Programme Coordinator, the administrative supervision of the Head of Sub Office and the direct supervision of MHPSS National Officer and Area Coordinator, the successful candidate will be responsible for supporting the integrated and thematic MHPSS programme activities by performing the following functions and responsibilities:

Core Functions / Responsibilities

1. Support the MHPSS programme coordinator and MHPSS and Livelihoods integration staff in implementing the integrated programme activities in different governorates in Iraq.
2. Promote partnership, capacity building and strengthening of civil societies organizations, including local NGOs, women's, and youth associations, providing training, coaching and networking.
3. Carry on needs assessments, support research, identify strategies to promote integrated MHPSS and Livelihoods support at country level, design operational plans to enhance access to psychosocial services and peacebuilding opportunities.
4. Assist the MHPSS programme coordinator and officers in the overall management of the program in the governorate, including administrative, coordination, and project development functions.
5. Support the maintenance of project documentation and information, including the preparation of Arabic and English translations of technical documents.
6. Ensure that confidentiality and the right to privacy is maintained with regard to confidential project and beneficiary information.
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; both in person and online.
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 MHPSS programme coordinator and CSU area coordinator.

Required Qualifications

Education:

- Bachelor's Degree in Social Work, Psychology, Educational Psychology, Economics, Business Management or other relevant fields from an accredited academic university or institute.

Experience and Skills:

- Minimum 4 years of experience working in the humanitarian or development sector, of which at least 2 year involves mental health, psychosocial support, social cohesion, livelihoods and capacity building programs.
- Experience in capacity building for local NGOs or social programmes is a strong advantage.
- Experience in communicating and working with a wide range of people including people of culturally diverse backgrounds.

Languages:

- Excellent command of written and spoken Arabic and English is required. Fluency in Kurdish is a strong 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.
- 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=20201118083417&token=ayVGrTid2KWqjh0OYSJxm3nHk>

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: 18.11.2020 to: 25.11.2020