



IOM International Organization for Migration

Open to Internal and External Candidates

Position Title	: National Project Officer (HLP Legal Assistance)
Organizational Unit	: Peacebuilding and Stabilization Division
Duty Station	: Erbil - Iraq
Classification	: National Office Category, "NOB"
Type of Appointment	: Special Short Term contract (SST)
Duration of Appointment	: Six (6) months with possibility of extension
Closing Date	: 03 rd October 2022
Reference Code	: SVN2022/IRQ/232

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 general guidance of the Chief of Mission (COM)/ and (DCOM), and overall supervision of the Head of the Peacebuilding and Stabilization Division (PSD), and the direct supervision of the Program Coordinator (HLP), the successful candidate will be responsible for supporting the oversight of all aspects of legal assistance in Iraq in the dedicated areas of operations.

Core Functions / Responsibilities:

1. Support the HLP program Coordinator in development, management, and implementation of legal assistance projects for displaced populations and host community members, including the thematic areas of Housing, Land and Property (HLP), access to justice, civil documentation, facilitated returns and durable solutions.
2. Coordinate and supervise the work of field staff in the Peacebuilding and Stabilization Division who are working on legal assistance.
3. Contribute to the development of legal assistance strategies for displaced populations in and out of camps, including in the context of return and reintegration, access to government services, issues concerning documentation and movement restrictions.
4. Actively contribute to strengthening referral systems and networks. Oversee legal case-management activities and when required, coordination of response to individual cases of concern.
5. Mentor PSD Legal staff on technical and strategic issues related to legal programming and HLP-related support, as required.
6. Collaborate with IOM's Protection Unit, Transition and Recovery Division, Reparation and Social Cohesion, and PVE teams on joint programming and coordinated activities in and outside of camp settings.

7. Support the HLP Program Coordinator in liaison and coordination with Government and non-Government stakeholders for development of strategies to support the ongoing and new legal assistance activities of IOM across Iraq.
8. Assess the training needs on legal issues and capacity building among IOM field staff, implementing partners and other stakeholders, and provide training, as necessary.
9. Provide technical inputs in the development of relevant legal assistance projects, proposals, plans and strategies, as required.
10. Participate and engage actively in legal assistance and protection-focused seminars and other relevant meetings, as required.
11. Prepare reports covering legal assistance related activities; prepare briefings, statistical/narrative reports and background notes including specific information requested by IOM, Government stakeholders, and other entities.
12. Provide updates on program issues, including regular risk analysis and recommendations for operational improvement of legal assistance programming to the HLP Program Coordinator.
13. Pro-actively offer suggestions and advice to management regarding improvements in implementation and initiative such improvements as requested.
14. Undertake field visits and duty travel to implement and monitor the different projects' activities under the portfolio, meet project counterparts and develop new initiatives.
15. Perform such other duties as may be assigned.

Qualifications.

Education

- Master's degree in Law, Humanitarian Affairs, International Affairs, Political Science, Human Rights, Development Studies, or a related field from an accredited academic institution with 2 years of relevant professional experience.
- University degree from an accredited academic institution, with minimum 4 years of relevant professional experiences as above.

Experience

- Experience in working on humanitarian affairs, legal assistance (civil and HLP documentation), emergency preparedness, protection, and human rights.
- Experience in providing direct assistance to vulnerable individuals.
- Experience in liaising with governmental authorities, other national/international institutions, and NGOs, as well as in the Region, is an asset; and,
- Working experience with an operational UN agency or a major international NGO in the field of legal, protection, and assistance of refugees, IDPs and migrants

Languages

- English, Arabic and Kurdish are required.
- Any other language is an advantage.

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.

- Fosters a sense of team spirit by developing a shared understanding, accountability and enthusiasm for the team's work.
- Displays a high level of cultural awareness, sensitivity to different ways of working and leverages individual strengths in order to build a better team.
- Shares credit for team accomplishments and ensures that the contribution of others is recognized.
- Helps create a positive team spirit, putting aside personal considerations to help the team achieve its goals.

Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.

- Produces high-quality results and workable solutions that meet clients' needs.
- Anticipates constraints, identifies solutions and takes responsibility for addressing critical situations.
- Monitors own and others' work in a systematic and effective way, ensuring required resources and outputs.
- Aligns projects with Organization's mission and objectives and demonstrates a good understanding of the impact of team's and own work on external and internal counterparts.

Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.

- Disseminates and shares knowledge openly and actively contributes to knowledge/network communities for topics relevant to area of expertise.
- Encourages knowledge-sharing across units/departments and ensures that knowledge is captured, recorded and disseminated appropriately.
- Builds networks for the effective communication and exchange of knowledge and ideas and puts others into contact with various sources of knowledge.
- Contributes to an environment that is conducive to innovation and learning.

Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.

- Proactively seeks responsibility in delivering towards the goals of the Organization.
- Plans and organizes work with a clear and deliberate focus, ensuring commitments are easily identified and progress is widely communicated.
- Stands by the actions of team or department, publicly accepting ownership.
- Takes responsibility of own shortcomings and those of the work unit, where applicable.

Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

- Speaks and writes clearly and effectively.
- Seeks to share information with others, with due respect for diversity and the confidentiality of specific sensitive information.
- Listens and seeks to understand without bias, and responds appropriately.
- Shares information and keeps others up to date; actively seeks others' views and ideas and respects their contribution.

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).

Others

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.

Internals of the Organization and NMS candidates, as well as external female candidates, will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

The appointment is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

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 a link:

<https://iraqdatacenter.iom.int/Vacancy/Apply/SVN2022IRQ232>

For an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

Posting period:

From 19.09.2022 to 03.10.2022