

Call for CVs;

Organization or Agency:	International Organization for Migration (IOM)
Position Title:	Reporting Officer
Organizational Unit:	Migration Management Unit (MMU)
Duty Station:	Erbil - Iraq
Type of Contract:	International Consultant
Grade:	Equivalent to P1
Duration of Appointment:	Three (3) months with the possibility of extension
Closing Date:	25th April 2021
Reference Code:	CFCV2021/IRQ/033

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 IOM Chief of Mission, overall supervision of the Migration Management Unit (MMU) Programme Manager, and the direct supervision of the Analysis and Information Management (AIM) Coordinator, the incumbent will work within the framework of the ongoing Security Sector Reform, on technical cooperation, and on community-based initiatives to contribute to the promotion of democratic governance in this sector in Iraq. Specifically, the incumbent will work in close coordination with the AIM Unit of MMU to develop reports and other relevant documents on projects implemented by the Migration Management Unit.

Core Functions / Responsibilities

1. Draft reports on Migration Management Unit projects, including monthly, interim and final narrative reports for donors according to specified deadlines.
2. Work closely with MMU AIM Team personnel in the analysis of assessment, monitoring and evaluation data for onward development of reporting narrative that reflects program developments, achievements and impact against indicators.
3. Support the MMU Programme, MMU AIM Team, and Thematic Leads in the development of narrative documents for donor liaison purpose, including project/program overviews and other required documentation.
4. Contribute to the development of narratives for the MMU projects and programme informed by ongoing assessment and research activity, including the IOM Mission's Displacement Tracking Matrix (DTM) and Longitudinal Study.
5. Undertake field visits, if necessary, to project sites in order to support the collection, consolidation and analysis of qualitative data on program implementation and facilitate the preparation of interim and final donor reports.
6. Maintain a thorough understanding of MMU-implemented programs, projects and activities, general and specific reporting requirements, and relevant information management and reporting mechanisms.

7. Use information gathered through Mission data collection tools (Data Portal and Management Information System) to rapidly compile program status and impact reports on request.
8. Liaise with Program Development and Support Unit, Public Information Unit and Monitoring and Evaluation Unit personnel in order to ensure coordination and timely information flow regarding programme results and impact.
9. Assist Public Information Unit personnel with the drafting of media and visibility materials.
10. Prepare feature stories demonstrating programme impact for media publications, internal snapshots and donor reports.
11. Perform such other duties as may be assigned.

Required Qualifications

Education

- Master's degree in Political or Social Sciences, Business Administration, Migration Studies, International Relations, Law or a related field from an accredited academic institution; or
- University degree in the above fields with two years of relevant professional experience.

Experience & Skills

- Experience in donor reporting within the humanitarian sector;
- Experience in the utilization of data analysis and research information in the development of reporting narrative;
- Experience in emergency and post-crisis environments, community mobilization, humanitarian assistance, human rights etc.
- Knowledge of UN, IOM and NGO mandates and programs in the humanitarian responses, IDPs, post conflict environment and development;
- Experience in project development and/or M&E is an advantage;
- Experience in coordinating with management is an advantage;
- Willingness to travel within the country as required.

Languages

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

Behavioral 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

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Managerial Competencies¹ – behavioural indicators

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others and building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

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/reporting-officer-0>

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: 11.04.2021 to 25.04.2021
