

Position Title : **Programme Coordinator (Livelihoods)**  
Duty Station : **Erbil, Iraq**  
Classification : **Professional Staff, Grade P3**  
Type of Appointment : **Special short-term graded, six months with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **04 January 2024**

*Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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 work environment. Read more about diversity and inclusion at IOM at [www.iom.int/diversity](http://www.iom.int/diversity).

Applications are welcome from first- and second-tier candidates, particularly qualified female candidates as well as applications from the non-represented member countries of IOM. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

For the purpose of this vacancy, the following are considered first-tier candidates:

1. Internal candidates
2. Candidates from the following non-represented member states:  
*Antigua and Barbuda; Barbados; Botswana; Cabo Verde; Comoros; Congo (the); Cook Islands; Dominica; Fiji; Grenada; Guinea-Bissau; Holy See; Iceland; Kiribati; Lao People's Democratic Republic (the); Madagascar; Marshall Islands; Micronesia (Federated States of); Namibia; Nauru; Palau; Saint Kitts and Nevis; Saint Lucia; Solomon Islands; Suriname; The Bahamas; Tonga; Tuvalu; Uzbekistan; Vanuatu*

Second tier candidates include:

All external candidates, except candidates from non-represented member states.

### **Context:**

IOM, globally and within Iraq, is a major actor in post-conflict recovery and reconstruction, and as such is heavily involved in livelihood development and job creation programmes. IOM's strengths lie in its field presence around the country and operational capacity to rebuild community infrastructure, conduct vocational and other trainings, providing grant funding at local level to support business development and a variety of other areas key to recovery. IOM Iraq livelihoods services cover a large scope of projects, from individual level assistance such as vocational training, on the job training, cash for work and job placement, to financial grants for Small and Medium Enterprises across Iraq under the Enterprise Development Fund (EDF), as well as graduation approach and employment for public works for vulnerable displaced populations, and access to finance.

In order to support the reconstruction process and maximise the impact of project activities, IOM is seeking a livelihoods specialist with substantial private sector development experience, to

support IOM Iraq's ongoing activities related to livelihoods, job creation and private sector development (PSD). This includes but is not limited to technical support to the implementation of IOM Iraq livelihoods activities, especially the Enterprise Development Fund (EDF) and Access to Finance.

Under the overall supervision of the Head of Transition and Recovery Division (TRD) in Iraq and the direct supervision of the Senior Programme Coordinator (Economic Recovery and Livelihoods), the Programme Coordinator (Livelihoods) will lead on the management, development and implementation of livelihoods, job creation and private sector development activities, with a specific focus on the development and implementation of methodologies related to small and medium enterprises (SME) finance, capacity building of staff and leadership of research on PSD and livelihoods.

### ***Core Functions / Responsibilities:***

1. In coordination with IOM Iraq and colleagues at Regional Office in Cairo and HQ as required, manage, develop and support the implementation of IOM Iraq livelihoods, job creation and private sector development (PSD) activities.
2. Review, assess and advise on existing livelihoods, job creation and private sector development (PSD) methodologies, including selection criteria, caseload distribution, process mapping, and standard operating procedures, and develop and support the creation of new tools.
3. Oversee the coordination of linkages between different livelihoods components, including Graduation Approach (GA), Individual Livelihoods Assistance (ILA), Employment to Public Works (EPW), EDF, and Access to Finance, as well as linkages and referrals from TRD and wider IOM Iraq project activities.
4. Manage the overall design, coordination and implementation of the Enterprise Development Fund (EDF) to ensure timely achievement of committed activities, outputs, and objectives, in close coordination with TRD Operations Team, and through the management of Livelihoods Technical Advisors and Payments Team.
5. Prepare policy and technical advice on innovations and tools related to technological solutions including digital data collection, payments, due diligence frameworks, and knowledge management products.
6. Work closely with field teams, government authorities, United Nations/ Non-governmental Organizations (UN/NGO) partners and private sector actors to identify and pursue opportunities for additional private sector support and employment creation, including frequent visits to field locations.
7. Undertake capacity development of IOM Iraq colleagues regarding private sector development, such as labour market assessments, feasibility studies, external evaluations and business plan development and review.
8. Develop project proposals and documents.
9. Develop training materials and implement capacity building within IOM Iraq on livelihoods, job creation and PSD.
10. Support IOM in external representation with UN and NGO partners, donors and government, and contribute to inter-agency processes requiring IOM input and coordination.
11. Perform such other duties as may be assigned.

## ***Required Qualifications and Experience:***

### **Education**

- Master's degree in Social Sciences, Humanities, Economics or a related field from an accredited academic institution with five years of relevant professional experience; or
- University degree in the above fields with seven years of relevant professional experience.

### **Experience**

- Knowledge of private sector work including finance and value chain.
- Familiarity with and/or experience in post-conflict environments is an asset.
- Demonstrated understanding of business models, market development and business sustainability issues to engage private sector companies in livelihood creation projects.
- Familiarity with and/or experience in Iraq or the Middle East an advantage.
- Familiarity with UN/IOM or development finance institutions an advantage.

### **Skills**

- Demonstrated skill to supervise, train and direct staff and manage operations in complex post-conflict contexts.
- Demonstrated skill in project development and management.

### **Languages**

IOM's official languages are English, French, and Spanish. All staff members are required to be fluent in one of the three languages.

For this position, fluency in English is required (oral and written). Working knowledge of another official UN language (Arabic, Chinese, French, Russian, and Spanish).

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

### **Notes**

<sup>1</sup> Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

## ***Required Competencies:***

**Values** - all IOM staff members must abide by and demonstrate these five values:

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **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.
- **Courage:** Demonstrates willingness to take a stand on issues of importance.
- **Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

**Core Competencies** – behavioural indicators level 2

- **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 actions and delegated work.
- **Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

## **Managerial Competencies** – behavioural indicators level 2

- **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 leadership and professional potential.
- **Empowering others:** Creates an enabling environment where staff can contribute their best and develop their potential.
- **Building Trust:** Promotes shared values and creates an atmosphere of trust and honesty.
- **Strategic thinking and vision:** Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- **Humility:** Leads with humility and shows openness to acknowledging own shortcomings.

IOM's competency framework can be found at this link.

[https://www.iom.int/sites/default/files/about-iom/iom\\_revised\\_competency\\_framework\\_external.pdf](https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf)

Competencies will be assessed during a competency-based interview.

### ***Other:***

Internationally recruited professional staff are required to be mobile.

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

This selection process may be used to staff similar positions in various duty stations. Recommended candidates will remain eligible to be appointed in a similar position for a period of 24 months.

The list of NMS countries above includes all IOM Member States which are non-represented in the Professional Category of staff members. For this staff category, candidates who are nationals of the duty station's country cannot be considered eligible.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and background verification and security clearances. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.

Vacancies close at 23:59 local time Geneva, Switzerland on the respective closing date. No late applications will be accepted.

### ***How to apply:***

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 04 January 2024 at the latest, referring to this advertisement.

IOM only accepts duly completed applications submitted through the IOM e-Recruitment system. The online tool also allows candidates to track the status of their application.

Only shortlisted candidates will be contacted.

For further information please refer to: [www.iom.int/recruitment](http://www.iom.int/recruitment)

***Posting period:***

From 22.12.2023 to 04.01.2024

***No Fees:***

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.

Requisition: SVN 2023 433 Programme Coordinator (Livelihoods) P3 Erbil, Iraq (58559956) Released

Posting: Posting NC58559957 (58559957) Released