



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **CBI Field assistant (2 positions)**
Organizational Unit: **Return and Recovery Unit**
Duty Station: **Diyala-Iraq**
Type of Contract: **Sub-Contract to Stars & Orbit (Daily wages 60 USD/Day)**
Grade: **Ungraded**
Duration of Appointment: **Three (3) months, with possibility of extension subject to satisfactory performance and funds availability**
Closing Date: **26th February 2021**
Reference Code: **CFA2021/IRQ/016**

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 the Head, Return and Recovery Unit, the overall supervision of the Cash Officer, the administrative supervision of the Head of Sub Office and the direct supervision of the National Technical Cash Officer, the CBI Field Assistant will perform the following duties:

Core Functions / Responsibilities

1. Provide mapping and assessment of potential vendors in the respective governorate.
2. Ensure high quality data flow of vendor assessments on the MIS system by coordinating with CBI focal persons and field teams.
3. Explain Core contractual obligations to the vendor relating to IOM and towards IOM beneficiaries.
4. Provision of field capacity building to vendors on how to use the POS devices accurately for the digital transaction process and provide supporting brochures and videos to the vendor.
5. Finalize contractual documents signing with the vendors.
6. Provide onsite support during the transactions to the beneficiaries, vendors, and IOM field teams.
7. Conduct and support in markets monitoring during the transactions phase.
8. Collect and deliver transactional documents to the respective team/ office.
9. Support in the daily management of beneficiary system profiles and project hardware to reflect accurate operational cash for work project outputs.
10. Support in operational setup and preparations of distribution sites and conduct and support in E-card activation and distribution processes.
11. Self-transportation to and from all work areas.
12. Perform any other tasks and duties as might be assigned by the line manager.

Required Qualifications

Education:

- High school and/or equivalent training/experience in relevant field.

Experience and Skills:

- Previous experience in administration, data collection is required.
- Experience in communicating and working with a wide range of people, including people of culturally diverse backgrounds.
- Working experience in the areas of Cash Based Intervention (CBI) or Monitoring, Evaluation, Accountability and Learning (MEAL), or any relevant project operations activities is an advantage.
- Proficiency in office applications, including Word and Excel, and internet explorer.

Languages:

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

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=20210217095411&token=CcSAU97Oxme4oBiuYRDhygQWN>

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: 17.02.2021 to: 26.02.2021