

Vacancy Announcement

Ref.: 2/QIPTL/2018

Position title	Project Team Leader (Quick Impact Projects)
Employment Type	Full-time
Location	YAO Head Office - Sulaymaniyah – Iraq
Estimated Start Date	As soon as possible
Closing Date	02/01/2018
Overview	Youth Activity Organization (YAO) in Non-government organization is established since 2001 in KR-I. YAO as a leading NGO is working to make positive changes to the lives of people in the community. Working for socio-economic development to the targeted societies through strengthening their capacity and providing humanitarian services to ensure that human rights of all persons are secure of in their enjoyment of their freedom that are necessary in dignified living.
Job Description	Youth Activity Organization (YAO) is seeking experienced and passionate field staff who will Under the overall guidance of General Director and direct supervision of Program Manager, the successful candidate will be responsible and accountable for Needs assessment, proposal preparing, implementing and monitoring the Quick Impact Projects and financial plan to achieve the Community Revitalization Program purposes and planned results.
Core Functions/Responsibilities	<ul style="list-style-type: none"> • Guide the field team to conduct needs assessment, data collection, data analyzing, contribute to the development of new projects by selecting and summarizing background information, assessing the local context for the planning and administration of individual projects, and drafting segments of project proposals. • Close monitoring of all parts of project implementation Supervision, management and coaching of the team, ensuring effective division and efficient delivery of work. • Information management, ensuring correct, mainstreamed and efficient information collection by the team as well as collecting and sharing relevant information regularly to the management on the situation in terms of security, displacement patterns etc. • Representing YAO in the KRG in relation to the authorities, donors, partners and other stakeholders. • Management of the office, ensuring proper administrative and financial compliance as per the YAO Operations Handbook in close cooperation with the Finance and Administration Officer. • Following up on the security situation, implementing appropriate safety measures as requested by the Program Manager and Director. • Continuous coordination with UNHCR, partners involved, local authorities and other stakeholders as relevant. • Reporting regularly to the Program Manager and/or Director as requested.

	<ul style="list-style-type: none"> • Collect input to and submit monthly/interim and final project reports to the Program Manager. • Provide input to any other reporting as requested by Program Manager or Director. • Provide support and assistance for the timely start-up of the various phases or components of Quick Impact Projects (QIP). Follow-up on logistical and administrative arrangements, cooperate with national and international authorities, provide information and assist with arrangements required • Monitor specific aspects of project implementation, identify problems and propose action to expedite the delivery of inputs. Analyze progress and implementation reports, and identify and document significant project events, decisions, problems or deviations. • Organize and coordinate feasibility studies, market analysis and socio-economic assessments of each proposed project. • Prepare construction contracts/ service contracts with implementing partners (local NGOs, contractors), and monitor the implementation of agreed activities and financial expenditures. • Draft sections of project documents based on results of assessments that have been carried out during various phases. Draft project and budget revisions based on negotiations with donors, changed work plans or budget reallocation. • Review and upgrade the program monitoring and reporting system and ensure that the lessons learned from each QIPs are incorporated into planning new QIPs. • Perform such other duties as may be assigned.
<p>Required Qualifications & Experience</p>	<p><u>Education:</u></p> <ul style="list-style-type: none"> • University Degree in Engineering, Urban Planning, Social Sciences, Business Administration or a related field from an accredited academic institution with two years of relevant professional experience preferably related to Social Work. <p><u>Experience:</u></p> <ul style="list-style-type: none"> • Experience in managing several types of community based projects; • Experience in project development and management; • Experience in emergency and post-crisis environments, community mobilization, humanitarian assistance, human rights; • Experience in liaising with governmental authorities, other national/international institutions; • Knowledge of UNHCR and NGO mandates and programs in the humanitarian responses, IDPs, post

	<p>conflict environment and development;</p> <ul style="list-style-type: none"> • Experience in coordinating with management is an advantage; • Willing to travel within the country as required. <p>Languages:</p> <p>Ability to speak read and write in Kurdish/English & Arabic is essential, as most reports and researches are done in English.</p> <p>Desirable Competencies:</p> <p>Behavioral:</p> <ul style="list-style-type: none"> • Accountability – takes responsibility for action and manages constructive criticisms; • Client Orientation – works effectively well with client and stakeholders; • Continuous Learning – promotes continuous learning for self and others; • Communication – listens and communicates clearly, adapting delivery to the audience; • Creativity and Initiative – actively seeks new ways of improving programs or services; • Leadership and Negotiation – develops effective partnerships with internal and external stakeholders; • Performance Management – identify ways and implement actions to improve performance of self and others; • Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility; • Professionalism - displays mastery of subject matter; • Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation; • Technological Awareness - displays awareness of relevant technological solutions; • Resource Mobilization - works with internal and external stakeholders to meet resource needs of YAO.
<p>Salary/Working Conditions</p>	<ul style="list-style-type: none"> • Frequent travel will be required within the Sulaymaniyah governorate including Garmian Administration as well as some travels within Diyala Governorate. • 12 months contract subject to a 3-month probation • Salary is based on experience

Qualified candidates are encouraged to apply by sending their CVs to: Jobs@yao-iraq.org
Please note that only shortlisted applicants will be contacted for potential interview.