

## Vacancy Announcement

**Ref.: 3/RO/2018**

<b>Position title</b>	Reporting Officer
<b>Employment Type</b>	Full-time
<b>Duty station</b>	YAO Head Office - Sulaymaniyah – Iraq
<b>Estimated Start Date</b>	As soon as possible
<b>Closing Date</b>	05/01/2018
<b>Overview</b>	Youth Activity Organization (YAO) is a Non-government organization; 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.
<b>Job Description</b>	Youth Activity Organization (YAO) is seeking qualified/experienced and passionate individual to replenish our Reports Officer's Profile.

<b>Core Functions/Responsibilities</b>	<ul style="list-style-type: none"> <li>• Coordinate reporting activities;</li> <li>• Provide technical support, training and clarification on reporting policies</li> <li>• Monitor and review regular sources of information and data required for preparation of reports, e.g., information from NGOs, news clippings, surveys, information from field distributions &amp; monitors</li> <li>• Write a regular situation and narrative report for YAO summarizing YAO activities in an emergency operation; assist in the preparation, writing and editing of all other reports</li> <li>• Gather and analyse information about donor policies, trends and preferences</li> <li>• Compile field level information required for operational reports to donors</li> <li>• Liaise as needed with Donors, UNHCR, NGOs and other UN agencies</li> <li>• Contribute to preparedness actions such as early warning, risk analysis and contingency planning and make recommendations. Periodically monitor the management of risks and report on any actions taken</li> <li>• Perform other related duties as required.</li> </ul>
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<p><b>Required Qualifications &amp; Experience</b></p>	<p><b>Education</b></p> <p>University degree with relevant experience and advanced training/courses in journalism or reporting, English, social sciences, international relations, communications, or other related fields.</p> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"><li>• Training and/or experience utilising computers, including word processing, spreadsheet and other software packages and systems.</li><li>• General knowledge of UN system policies, rules, regulations and procedures governing administration. Competencies</li><li>• YAO's core competencies for professionals include action management, communication skills, teamwork and high standards of ethics and values.</li></ul> <p><b>Languages:</b></p> <p>Ability to speak read and write in Kurdish/English &amp; Arabic is essential, as most reports and researches are done in English.</p> <p><b>Desirable skills:</b></p> <ul style="list-style-type: none"><li>• Advanced knowledge of YAO's specified software (Microsoft Windows, MS Excel, MS Word, MS PowerPoint)</li><li>• Ability to use digital video and still cameras; • Ability to make power point and other types of presentations;</li><li>• Ability to meet deadlines and remain cool under pressure.</li></ul>
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<b>Salary/Working Conditions</b>	<ul style="list-style-type: none"><li>• This position is based in YAO's main office located in Sulaymaniyah with some visits to YAO sub office in Kalar.</li><li>• 12 months contract subject to 3 months' probation period.</li><li>• Salary is based on experience</li></ul>
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Qualified candidates are encouraged to apply by sending their CVs to: [Jobs@yao-iraq.org](mailto:Jobs@yao-iraq.org)  
Please note that only shortlisted applicants will be contacted for potential interview.