

## Vacancy Announcement

**Ref.: 7/PO/2018**

<b>Position title</b>	Protection Officer
<b>Employment Type</b>	Full-time
<b>Duty station</b>	Kalar – Taza De IDP camp, with possible travel to other camps in Garmyan.
<b>Estimated Start Date</b>	As soon as possible
<b>Closing Date</b>	7/5/2018
<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. This function is part of CCCM Program with partnership of UNHCR
<b>Job Description</b>	The Protection Officer leads and coordinates YAO's protection program with the objective of providing timely and effective protection to populations of concern, as well as supervising protection interventions within an office. The Protection Officer must also can forge strong partnerships with government entities, other UN agencies, and NGOs to facilitate the operation's protection objectives.

<b>Core Functions/Responsibilities</b>	<ul style="list-style-type: none"> <li>• Supervise and coordinate the organization and implementation of community-based activities, especially socio-recreational, life-skills and awareness raising activities, with special emphasis on extremely vulnerable individuals and people with specific needs, with the aim of improving their psychosocial well-being.</li> <li>• Supervise the conduct of individual interviews and facilitate participatory protection assessment – applying the Age, Gender and Diversity approach - to fully understand the displaced population in its diversity, their protection concerns and priorities, and the resources available to them.</li> <li>• Support the collection of information/data about vulnerability, protection needs and concerns of the targeted population.</li> <li>• Ensure that the above-described protection information gathering, sharing and filing are done in accordance with agreed information</li> </ul>
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	<p>management system that respects the dignity and ensure the confidentiality of the information sources</p> <ul style="list-style-type: none"> <li>• Act as focal point for the identification and referral of Extremely Vulnerable Individuals and People with Specific Protection Needs for adequate assistance according to YAO pre-defined criteria.</li> <li>• Conduct follow-up monitoring visits to ensure that needs have been met in an appropriate manner and beneficiary have the opportunity to provide feedback on the assistance received.</li> <li>• Ensure dissemination of clear and reliable information on service provision and other preselected key topics.</li> <li>• Prepare and submit activity plans and reports to supervisors on agreed schedules.</li> <li>• Provide verbal and written feedback to supervisor on progress, lesson learnt, achievements and gaps, issues and problems.</li> <li>• Keep a database of the number of beneficiaries per activity in each location.</li> <li>• Liaise with relevant public authorities and service providers in order to foster effective collaboration and encourage national interest and ownership in protection of IDPs and other persons of concern.</li> <li>• Conduct duties in accordance with YAO program and protection Standard Operating Procedures (SOPs)</li> <li>• Conduct duties in strict accordance with YAO Code of Conduct and the principle of confidentiality.</li> <li>• Ensure transparency and YAO's positive regard and reputation within communities.</li> <li>• Any other related duties as assigned.</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>Knowledge of UNHCR and NGO mandates and programmes in humanitarian responses, IDPs, post conflict environment and development</p>
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	<p><b>Knowledge:</b></p> <ul style="list-style-type: none"><li>• Training and/or experience utilizing 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>• Excellent management, project planning, interpersonal skills.</li><li>• Excellent written and oral communications skills.</li><li>• Excellent facilitation and capacity building skills, and ability to transfer knowledge through training and accompaniment.</li><li>• Strong on participatory work with communities.</li><li>• Good understanding of financial management systems and budget monitoring and reporting.</li><li>• Computer literacy skills in word, excel and internet/email.</li><li>• Able to work to tight deadlines and under pressure.</li><li>• Must be able to work independently and show initiative, while being a strong team player.</li></ul>
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### How to apply:

Qualified Candidates should submit Cover Letters with their CVs attached electronically to [recruitment@yao-iraq.org](mailto:recruitment@yao-iraq.org) with indicating the position they are applying for in the subject of the email.

Email subject must read: **Protection Officer – Kalar**

Email without vacancy title will not be considered. Email after the closing date will not be considered.

**YAO** is an Equal Opportunity Employer YAO considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.