**Vacancy Announcement**

**Ref.: 8/FSQIP/2018**

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| **Position title** | Field Staff (Quick Impact Project- QIP) |
| **Employment Type** | Full-time |
| **Duty station** | Kalar |
| **Estimated Start Date** | As soon as possible |
| **Closing Date** | 23/06/2018 |
| **Overview** | 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.  **YAO is a local partner of UNHCR for implementing Quick Impact projects within Suleimaniyah governorate and Garmyan administration.** |
| **Job Description** | Youth Activity Organization (YAO) is seeking experienced and passionate field staff who will work Under the overall guidance of Program Manager and direct supervision of QIP team Leader, the successful candidate will be responsible and accountable for initiating, Planning, implementing and monitoring the Quick Impact Projects to achieve the Community Revitalization Program purposes and planned results. |

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| **Core Functions/Responsibilities** | 1. 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. 2. Liaise with all hub and field operation officers, implementing partner and other relevant entities in order to meet the project activities. 3. 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. 4. Organize and coordinate feasibility studies, market analysis and socio-economic assessments of each proposed project. 5. Prepare service contracts with implementing partners (local NGOs, Vendors, contractors), and monitor the implementation of agreed activities and financial expenditures. 6. 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. 7. 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. 8. Review and upgrade the program monitoring and reporting system and ensure that the lessons learned from each QIPs are incorporated into planning new QIPs. 9. Perform such other duties as may be assigned. |
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| **Required Qualifications & Experience** | **Education:**  University degree in engineering/ business administration/ Urban Planning/ Social Sciences or other related fields from an accredited academic institution.  **Experience:**  • Managing several types of community-based projects;  • Project development and management;  • Experience in emergency and post-crisis environments, community mobilization, humanitarian assistance and 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 conflict environment and development;  • Willing to travel within the country as required.  **Knowledge:**   * Training and/or experience utilizing computers, including word processing, spreadsheet and other software packages and systems. * General knowledge of UN system policies, rules, regulations and procedures governing administration. Competencies * YAO’s core competencies for professionals include action management, communication skills, teamwork and high standards of ethics and values.   **Languages:**  Ability to speak read and write in Kurdish, English and Arabic is essential. |

How to apply:

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

Email subject must read: **Field Staff (QIP) – Kalar Sub office**

* 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.