**Vacancy Announcement**

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| **Position title** | **CRI Assessment and Distribution Field Staff** |
| **Vacancy No.** | YAO-JA-Sul-1003 |
| **Employment Type** | Full-time |
| **Duty station** | Sulaymaniyah |
| **Estimated Start Date** | As soon as possible |
| **Closing Date** | 05/08/2018 |
| **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. |
| **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 CRI team Leader, the successful candidate will be responsible and accountable for assessment, data collection and providing outstanding service to any Refugees/IDPs in the distribution centers. |

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| **Main Duties and**  **Responsibilities:** | * To have excellent communication skills which enable you to gain information from a range of people including people with learning disabilities, professionals, and families. * To use assessment information gathered to produce detailed, easy to read reports. * To work alongside line manager to review and update documentation, systems and processes as required. * Provide outstanding service to any Refugees/IDPs in the distribution centers. * Process appropriate paper work * Keep and Update records of assessments and items distributed. * Deal constructively with conflict and focus on the situation issue or behavior and not on the person by diffusing situations before conflicts arise. * Attending meetings when required. * Anticipate any problems associated with the carrying out of his/her activity and resolve any problems. * Report on a regular basis to the Distribution Team Leader about program implementation and the difficulties faced in the field and report quickly in case of problem or change. * Respect deadlines established with the Team Leader. * Be sensible to any information concerning the security in the area, report it as well as any incident to the Team Leader. * Have and promote a good behavior on the field as YAO employee. * Ensuring distributions are calm and efficient and that any disputes are avoided/ resolved. * Any other tasks as assigned. |
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| **Required Qualifications & Experience** | **Education:**  University degree in social sciences, data management, statistics or any relevant field.  **Experience:**  • Experience in emergency and post-crisis environments, community mobilization, humanitarian assistance and human rights.  • 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:**   * Simple background in data collection, entry, applications and software (excel, access). * Good computer usage skills (Google Forms and Google Drive, MS Windows XP and higher, MS Office 2003 and higher including Word, Excel, Access, Project, Outlook and PowerPoint). * Excellent communication and interpersonal skills. * Strong interpersonal and intercultural skills. * NGOs and organizational experience. * Well-organized, self-motivated and ability to work in a team. * Report writing skills. * Able to adapt within a work environment containing individuals of multiple and various cultural and educational backgrounds.   **Languages:**  Fluent Arabic and Kurdish, English is preferred. |

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 (CRI) - Suli**

* 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.