

Vacancy Announcement

Position title	Assessment & Distribution Staff
Vacancy No.	YAO-Khq-19-01
Employment Type	Full-time
Duration	Until 31/12/2019
Duty station	Khanaqin – Sub office
Estimated Start Date	As soon as possible
Closing Date	Sunday 27/01/2019
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 Assessment & Distribution Field Staff who will work Under the supervision of Assessment & Distribution Team Leader, the successful candidate will be responsible and accountable for providing outstanding service to Refugees/IDPs in the distribution center.

<p>Main Duties and Responsibilities:</p>	<ul style="list-style-type: none"> • 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 • Keep and Update records of assessments and items distributed • Deal constructively with conflict, focus on the situation issue or behavior, and not on the person by diffusing situations before conflicts arise. • 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 • Carry out beneficiary assessments based on predefined assessment formats. • Verify preselected beneficiary lists through repeated field visits and liaison with local authorities. • Safe delivery and distribution to beneficiaries of vouchers and/or in-kind items, adhering to standard operating procedures (SOP), safety and security measures. • Any other duties as assigned.
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<p>Required Qualifications & Experience</p>	<p>Education:</p> <ul style="list-style-type: none"> • Preferably a College Certificate in a relevant field. <p>Experience:</p> <ul style="list-style-type: none"> • Minimum 2-year of work experience in Assessment, Distribution or Field Support, preferably with an NGO/UN agency. • Experience working with refugees/IDPs. • Familiarity with humanitarian issues and standards. • Coordination and information management skills. • Demonstrated skills in planning, organizing, analyzing and reporting. • Cultural awareness and ability to build relationships quickly with a wide variety of people. • Patient, adaptable, flexible, able to improvise and remain responsive and communicate clearly and effectively under pressure • Self-reliant and able to work independently.
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- Must be Iraqi nationality holder.

Knowledge:

- Excellent communication skills.
- Strong interpersonal and intercultural skills.
- Report writing skills.
- Good computer skills (word, excel, outlook, email).
- Able to adapt within a work environment containing individuals of multiple and various cultural and educational backgrounds.

Languages:

Strong communication skills Verbal and written Kurdish, Arabic and English.

How to apply:

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

Email subject must read: **YAO-Khq-19-01**

- Email without vacancy title will not be considered. Email after the closing date will not be considered. Only short listed candidates will be contacted
- **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.