

Vacancy Announcement

Position title	Assessment & Monitoring Staff
Vacancy No.	YAO-Khq-19-03
Employment Type	Full-time
Duration	Until 31/12/2019
Duty station	Khanaqin Office with frequent travel within Diyala governorate.
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 & Monitoring Staff who will work Under the supervision of QIP Team Leader in Khanaqin – Diyala.

<p>Main Duties and Responsibilities:</p>	<ul style="list-style-type: none"> • Working as part of a (QIP) team delivering the QIP projects as set out by the Team Leader. • Ensuring a correct balance between project and non-project work. • Working to timescales and within cost constraints. • Reporting progress against plan. • Identifying issues and risks associated with the project. • Deal constructively with conflict and focus on the situation issue or behavior and not on the person by diffusing situations before conflicts arise. • Contributing to overall project objectives and completing individual deliverables. • Anticipate any problems associated with the carrying out of his/her activity and resolve any problems. • Report on a regular basis to the Team Leader about program implementation and the difficulties faced during project implementation and report quickly in case of problem or change. • Respect deadlines established with the Team Leader • 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 Engineering, development studies, Business management or any other relevant fields. <p>Experience:</p> <ul style="list-style-type: none"> • Minimum 2-year of work experience in Logistics, Engineering 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
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	<ul style="list-style-type: none">• Self-reliant and able to work independently.• Must be Iraqi nationality holder. <p>Knowledge:</p> <ul style="list-style-type: none">• Excellent communication skills.• Strong interpersonal and intercultural skills.• Report writing skills.• Proficiency in computer skills (word, excel, outlook, email).• Able to adapt within a work environment containing individuals of multiple and various cultural and educational backgrounds. <p>Languages:</p> <p>Strong communication skills both verbal and written in Kurdish, Arabic and English.</p>
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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-19-03**

- 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.