

Vacancy Announcement

Position title	Team Leader (CRI)
Vacancy No.	YAO-Khq-19-07
Employment Type	Full-time
Duration	Until 31/12/2019
Duty station	Khanaqin – 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 CRI distribution team leader who will work Under the direct supervision of Project Manager.

<p>Main Duties and Responsibilities:</p>	<ul style="list-style-type: none"> • Plan the weekly activities for his/her team and have them approved by his/her Program Manager • Anticipate administrative issues (requests in advance) and logistics issues (transport, communication means...). • Must “communicate” with all team members and other teams • Hold each team member responsible for the core tasks of the team • Supervise and monitor each stage of activity. Ensure that standards and instructions given by his/her Program Manager, as well as YAO procedures, are followed • Ensuring good visibility of YAO and the donor in the distribution site. • Follow YAO Assessment procedures and criteria • Complete necessary monitoring and evaluation procedures for assessment activities, cross-checking data • Fully comply with YAO safety and security procedures and provide input to security monitoring and assessments to enable and promote a safe and secure environment for program implementation • Collect and compile key distribution data including registration lists, distribution lists and distribution reports. • Any other tasks as may be assigned.
---	--

<p>Required Qualifications & Experience</p>	<p>Education:</p> <ul style="list-style-type: none"> • University Degree and/or equivalent qualification in relevant sector. <p>Experience:</p> <ul style="list-style-type: none"> • Minimum 2-year experience in working with NGOs/UN agencies. • Previous management experience. • Significant prior work experience in advocacy on humanitarian issues, child rights, human rights, or development issues. • Understanding of UN and donor operations at country level • 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.
--	---

	<ul style="list-style-type: none">• 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.• Able to adapt within a work environment containing individuals of multiple and various cultural and educational backgrounds. <p>Languages:</p> <p>Strong communication skills Verbal and written Kurdish, Arabic and English.</p>
--	---

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-19-07**

- 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.