

Vacancy Announcement

Position title	Team Leader – Quick Impact Projects (QIP)
Vacancy No.	YAO-Khq-19-08
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 QIP team leader who will work Under the direct supervision of Project Manager.

<p>Main Duties and Responsibilities:</p>	<ul style="list-style-type: none"> • Uphold the professional standards related to the provision of humanitarian assistance, as well as YAO’s Code of Conduct, and ensure their compliance within the team. • Close monitoring of all parts of project implementation Supervision, management and coaching of the team, ensuring effective division and efficient delivery of work. • Prepare project plan and obtain management approval of the project plan. • Regularly review the workload and activities conducted by the team to ensure activities remain on track. • Oversee the organization of field activities and keep up to date with community dynamics that affect QIP implementation in the target locations. • Gather feedback from beneficiaries and community stakeholders on the QIP implementation, outcome and impact. • Identify and liaise with key community/authority stakeholders in order to facilitate access and ensure project objectives are clearly communicated. • Recognize and acknowledge the skills of key team members and utilize their strengths to the benefit of the team. • 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. • Organize and coordinate feasibility studies, market analysis and socio-economic assessments of each proposed project. • Any other duties as assigned.
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<p>Required Qualifications & Experience</p>	<p>Education:</p> <ul style="list-style-type: none"> • University Degree in administration, business management or any relevant field. <p>Experience:</p> <ul style="list-style-type: none"> • Minimum 2-year experience in working with NGOs/UN agencies.
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	<ul style="list-style-type: none">• 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.• 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 both verbal and written 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-19-08**

- 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.