**Vacancy Announcement**

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| **Position title** | **Project Manager (CCCM)** |
| **Vacancy No.** | YAO-Khq-19-14 |
| **Employment Type** | Full-time |
| **Duration** | Until 31/12/2019 |
| **Duty station** | Khanaqin |
| **Estimated Start Date** | As soon as possible |
| **Closing Date** | Sunday 30/06/2019 |
| **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 Project Manager who will work Under the direct supervision of General Director. |

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| **Main Duties and**  **Responsibilities:** | * Coordination, planning and supervision of project activities. * Undertake regular field/onsite visits to ensure technical support to CCCM staff and proper monitoring of the activities’ implementation in area of operation. * Coordinate closely with other YAO Units and external partners for referral and follow up to identified needs in all sites. * Maintain close contacts with Government, international organizations, NGOs, and other relevant stakeholders to help ensure timely and effective response to site needs. * Prepare regular and timely updates and reports for the HR Manager, Program Manager, General Director, and other colleagues as needed. * Prepare and maintain up to date work plan and expenditure plans, in line with project and budget documents. * Prepare and submit regular qualitative and analytical reports within given timeframes. * Conduct robust capacity building and coaching after establishing a development plan for Senior Camp Management staff on project management & representational responsibilities * Contribute to YAO advocacy efforts towards authorities and UN agencies. * Lead and strengthen coordination mechanisms with relevant stakeholders and affected populations in camps * Any other tasks as may be assigned. |
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| **Required Qualifications & Experience** | **Education:**   * University Degree and/or equivalent qualification in relevant sector.   **Experience:**   * Minimum 5-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. * Must be Iraqi nationality holder. * Must not be government employee.   **Knowledge:**   * 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.   **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](mailto:jobs@yao-iraq.org) with indicating the position they are applying for in the subject of the email.

Email subject must read: **YAO-Khq-19-14**

* 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.