**Vacancy Announcement**

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| **Position title** | **Assistant Reporting Officer** |
| **Vacancy No.** | YAO-Khq-19-16 |
| **Employment Type** | Full-time |
| **Duration** | Until 31/12/2019 |
| **Duty station** | Kalar Office |
| **Estimated Start Date** | As soon as possible |
| **Closing Date** | Monday 7/10/2019 |
| **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 Assistant Reporting Officer who will work Under the direct supervision of the Assistant Program Manager. |

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| **Main Duties and**  **Responsibilities:** | * Assist in developing, implementing and monitoring a communication and visibility plan to facilitate better understanding among partners and donor about programs as a project and program progress * Manage effective communications, visibility and knowledge management within programs and with partners. * Share stories and videos for special events and projects activity with the donors. * Help develop and support the advocacy strategy of programs through effective documentation and communication pieces * Compile field level information required for operational reports to donors. * Ensure ethical protocols are observed in all communications pieces, including maintaining a file of high-quality photos and stories including all waivers/clearances by photo subjects for ethical use in communications pieces. * With input from the monitoring and evaluation Dept. and Program Coordinators, assist the reporting officer in producing high-quality program progress reports as per donor requirements. * Ensure the maintenance of photo filing system and appropriate use and recording of all projects experience, activities and results. * Perform other related duties as required. |
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| **Required Qualifications & Experience** | **Education:**   * University Degree and/or equivalent qualification in relevant sector.   **Experience:**   * Minimum 2-year experience in working with NGOs/UN agencies. * Significant prior work experience in advocacy on humanitarian issues, child rights, human rights, or development issues. * Understanding of UN and donor operations. * 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.   **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-Klr-19-16**

* 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.