**Vacancy Announcement**

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| **Position title** | **Referral/Community Service Assistant** |
| **Vacancy No.** | YAO-Klr-19-20 |
| **Employment Type** | Full-time |
| **Duration** | Until 31/12/2019 |
| **Duty station** | Taza De IDP Camp |
| **Estimated Start Date** | As soon as possible |
| **Closing Date** | Saturday 16/11/2019 |
| **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 Referral/Community Service Assistant who will work under the direct supervision of Head of office in Kalar, to implement the protection programme as per the project log-frame that details the indicators, outcomes and results. This position will also oversee protection mainstreaming across all YAO programmes and have input into future projects with protection recommendations, and safe programming, as well as supervising effective protection services, including needs assessments, protection monitoring, community-based activities in line with the project. |

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| **Main Duties and**  **Responsibilities:** | * Supervise and coordinate the organization and implementation of community-based activities, especially socio-recreational, life-skills and awareness raising activities, with special emphasis on extremely vulnerable individuals and people with specific needs, with the aim of improving their psychosocial well-being. * Supervise the conduct of individual interviews and facilitate participatory protection assessment – applying the Age, Gender and Diversity approach - to fully understand the displaced population in its diversity, their protection concerns and priorities, and the resources available to them. * Support the collection of information/data about vulnerability, protection needs and concerns of the targeted population. * Ensure that the above-described protection information gathering, sharing and filing are done in accordance with agreed information management system that respects the dignity and ensure the confidentiality of the information sources * Act as focal point for the identification and referral of Extremely Vulnerable Individuals and People with Specific Protection Needs for adequate assistance according to YAO pre-defined criteria. * Conduct follow-up monitoring visits to ensure that needs have been met in an appropriate manner and beneficiary have the opportunity to provide feedback on the assistance received. * Ensure dissemination of clear and reliable information on service provision and other preselected key topics. * Prepare and submit activity plans and reports to supervisors on agreed schedules. * Provide verbal and written feedback to supervisor on progress, lesson learnt, achievements and gaps, issues and problems. * Be adaptable and flexible to take new tasks and new assignments as requested. |

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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. * Field experience * Commitment to help persons of concern and willingness to cooperate with counterparts. * 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:**   * Excellent 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-19-20**

* 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.