**Vacancy Announcement**

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| **Position title** | **Livelihood Coach** |
| **Vacancy No.** | YAO-Sul-19-27 |
| **Employment Type** | Full-time |
| **Duration** | 9.5 Months |
| **Duty station** | SaidSadiq – Sulaymaniyah |
| **Estimated Start Date** | As soon as possible |
| **Closing Date** | Saturday 21/12/2019 |
| **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 Livelihood Coaches who will work under the direct supervision of Project Coordinator, to support beneficiaries served in YAO’s livelihoods project in SaidSadiq. The Coach’s strong interpersonal and facilitation skills, along with some knowledge of business development, will ensure that YAO delivers a high-quality livelihoods programme. Coaches will be responsible for supporting community outreach efforts and building strong relationships with assigned groups of beneficiaries, attending beneficiary activities with assigned group (workshop, trainings, job fairs etc.) and support event implementation as needed, under direction of Project Coordinator. Use strong facilitation skills to lead support group meetings, creating an enabling environment for the exchange of experiences, ideas, and skills, as well as the strengthening of social ties between beneficiaries. |

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| **Main Duties and**  **Responsibilities:** | * Implement advertisement methods for the project to accommodate the largest number of participants in livelihood activities. * Conduct mapping for private sector companies, market assessments, gender survey, base-line and end-line surveys. * Reaching-out, registering and guiding the participants in the transferable skills and career development training. * Participating in Transferable Skills and Career Development training and Business training. * Conducting trainings for participants in Transferable Skills and Career Development training and Basic and Advanced Business Management training. * Preparing and registering daily attendance-sheet for each activity and training. * Creating a positive atmosphere and motivating the participants during the training sessions. * Assisting with conducting interviews of the participants during the process of selecting LLH activity paths (internship, business grants (startup and scale up), and shared value). * Supervising and monitoring the participants in any program activity. * Having awareness of the private companies working in the area that invest in the market or have employment opportunities. * Monitoring and conducting field visits for the business grantees, internships, and shared value participants. * Tracking learning, outstanding challenges and issues identified by intern, grantees and shared value participants during the program lifecycle. * Filling a comprehensive monitoring and evaluation plan by conducting daily follow-ups with the program grantees and interns. * Cooperating and working with the coordinator at the center to ensure the safety of using the vehicle and transportation mechanism, and to attend activities on time. * Facilitating paperwork and identifying the training needs and the necessary requirements as stationeries and refreshments. * Assisting with M&E Focal Points at the center during data collection. * Assisting in conducting events, including internship, job fair, shared value, start-up and scale-up. * Providing inputs into any required changes to program delivery and provide accountability to participants. * Conducting tasks other than the points mentioned above as required by the center’s coordinator. |

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| **Required Qualifications & Experience** | **Education:**   * Relevant University Degree and/or equivalent qualification.   **Experience:**   * Minimum 2-year experience with I/NGOs/UN agencies. * Knowledge and demonstrated experience as a trainer/volunteer with youth * Outstanding motivational skills and ability to enthuse teams and youth alike * Ability to build networks and create connections * Ability to do side visits to (markets, companies, camps, other related parties). * Commitment to help persons of concern and willingness to cooperate with counterparts. * Prior experienced in conducting training and capacity building for different community members within livelihood program is highly desirable. * Able to adapt within a work environment containing individuals of multiple and various cultural and educational backgrounds.   **Knowledge:**   * Excellent communication and facilitation skills. * Self-reliant and able to work independently. * Ability to use computer, including emailing and Microsoft office (Excel, Word, and PowerPoint…), and using tablets. * Personal integrity and credibility * Strong interpersonal and intercultural skills, familiar with the area’s cultural and tribal backgrounds. * Report writing skills.   **Languages:**   * Excellent communication skills Verbal and written Kurdish, Arabic and English is preferable. |

**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-Sul-19-27**

* 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.