**Vacancy Announcement**

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| **Position title** | | **Field Officer** |
| **Vacancy No.** | | YAO-Khq-20-03 |
| **Duration** | | Full-time |
| **Duty station** | | Until 13/05/2020 |
| **Estimated Start Date** | | Khanaqin – Diyala |
| **Closing Date** | | As soon as possible |
| **Overview** | | Youth Activity Organization (YAO) is a Non-government organization; established since 2001 in KR-I. YAO is 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** | | The Field Officer is responsible for supporting the Project Manager in managing the Fields at a specific site having responsibilities for the implementation, monitoring and evaluation of project activities, production of internal and external narrative reports delivering quality and accountability commitments. |
| **Main Duties and**  **Responsibilities:** | * Assist the Department of Program in the planning of all the activities of the projects; * Ensure the collaboration with the local authorities in the intervention areas. * Conduct assessments and surveys, using data collection tools. * Conduct focus group discussions with beneficiaries. * Follow-up the progress of the activities in compliance with the planning done by the department; * Develop contacts and explain to stakeholders and to populations the activities and the objectives of the programs; * Represent the organization with the beneficiaries with the agreement of the supervisor; * Liaise with local/national authorities and other actors as needed to facilitate achievement of project objectives. * Collect info/data from the field visits and meetings analyze/arrange the findings and then prepare reports in this regard. * Prepare field activities work plans and ensure their timely implementation. * Ensuring that field reports are submitted on time to enhance preparation of donor reports for timely submission, as per the grant agreements. * Inform and involve the communities in the implementation of the program; * Work in collaboration with the stakeholders. * Undertaking other activities as required to fulfil the achievement of the project goals. | |

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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. * Having expertise and experience on gender projects and issues around women and girls in the community. * Ability to identify community problems and skills development Desired skills and qualifications. * Good skills in mobilizing community resources. * Ability to organize and prioritize work demands in a dynamic environment. * Ability to establish and maintain effective working relationships with a diverse population and community-based agencies. * Knowledge of analyzing qualitative and quantitative data. * Significant prior work experience in advocacy on humanitarian issues, child rights, human rights, or development issues. * 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.   **Knowledge:**   * Excellent communication and organizational skills. * Self-reliant and able to work independently. * Strong and co-operative team player. * Personal integrity and credibility. * Strong interpersonal and intercultural skills. * Ability to meet deadlines when focusing on other tasks. * Report writing skills.   **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-Khq-20-03**

* 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.