**Vacancy Announcement**

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| **Position title** | **Field Staff** |
| **Vacancy No.** | YAO-Khq-21-02 |
| **Duration** | 6 Months (Subject to extension) |
| **Duty station** | Diyala - Khanaqin |
| **Estimated Start Date** | As soon as possible |
| **Closing Date** | Saturday 07/08/2021 |
| **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 Staff is responsible of supporting the Team Leader in  managing the field 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. |

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| **Main Duties and**  **Responsibilities:** | * Support data collection including interviews with the stakeholders and beneficiaries. * Ensure that the project staff has up to date information on contextual changes. * Conduct regular monitoring visits, follow up meetings and report the qualitative and quantitative findings. * Carry out tasks in timely manner as described in Detailed Implementation plan * Work closely with project beneficiaries. * Undertaking other activities as required to fulfil the achievement of the project goals. |

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| **Required Qualifications & Experience** | **Education:**   * Relevant university Degree.   **Experience:**   * Minimum 2-year experience in working with NGOs/UN agencies. * Previous experience of progressively responsible experience in assessment, data collection and humanitarian affairs is desirable. * 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. * Ability to build networks and create connections * Patient, adaptable, flexible, able to improvise and remain responsive and communicate clearly and effectively under pressure * Cultural awareness and ability to build relationships quickly with a wide variety of people.   **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-21-02**

* 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.