**Vacancy Announcement**

|  |  |
| --- | --- |
| **Position title** | **Team Leader** |
| **Vacancy No.** | YAO-Khq-21-03 |
| **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 Team Leader would lead the project and the project staff and will work under the direct supervision of the Project / Program Coordinator. The Team Leader will lead coordination with the local community, organize them across the project. |

|  |  |
| --- | --- |
| **Main Duties and**  **Responsibilities:** | * Manage the project team consisting of Field Staffs and Drivers through-out the project cycle. * Plan the weekly activities for his/her team and have them approved by his/her Program Manager * Anticipate administrative issues (requests in advance) and logistics issues (transport, communication means...). * Must “communicate” with all team members and other teams * Hold each team member responsible for the core tasks of the team * Supervise and monitor each stage of activity. * Ensure that standards and instructions given by his/her Program Manager, as well as YAO procedures, are followed * Ensuring good visibility of YAO and the donor in the field, project and activity site. * Liaise with various stakeholders relevant for the project, improve communication with them and involve relevant stakeholders to the project activities. * Define quality and work standards of the cash for work output deliverables. * Follow YAO Assessment procedures and criteria * Complete necessary monitoring and evaluation procedures for assessment activities, cross-checking data * Fully comply with YAO safety and security procedures and provide input to security monitoring and assessments to enable and promote a safe and secure environment for program implementation * Undertaking other activities as required to fulfil the achievement of the project goals. |

|  |  |
| --- | --- |
| **Required Qualifications & Experience** | **Education:**   * Relevant university Degree.   **Experience:**   * Minimum 2-year experience in working with NGOs/UN agencies. * Must have at least 1 year of previous experience of leading project teams. * 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 organizational skills as well as attention to detail. * 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-21-03**

* 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.