

Job Description



Job Title	Project Officer Urban	Report to	Project Manager
Work type	Full time	Location	Erbil
No. of Vacancies	1	Deadline for Apply	25/9/2017

Job Purpose

To take responsibility for the implementation and supervision of Livelihood Project activities and to follow up the activities directly on the field, to make sure that the implementation is within the frame of the program.

Duties and Responsibilities

- Implement all tasks from project manager.
- Lead and direct rural team and be aware of their activity
- Leading field teams activities (IDP refugees, hot community families Assessments, Field Monitoring, organizing vocational training, collecting other necessities data from the field).
- Market mapping and community assessment.
- Organizing vocational trainings from assessment to beneficiaries selection to location and type of trainings
- Preparing weekly reports about work progress and send it weekly to project manager.
- Submit monthly work plan for the works and send it to Project Manager.
- Preparing work plans with time scheduling weekly.
- Discussing problems with his/her team and project manager to make solution for it.
- Supervise staff in day to day operations
- Ensure team members follow guidance and procedures of the organization.
- Coach and develop team
- Communicate clear instructions to team members
- Listen to team members' feedback and report them to manager if deemed necessary.
- Carry out instructions given by the Project Manager.
- Assist project engineer with his/her assessment in rural areas
- Attend any necessary meetings and coordination gatherings and represent REACH at its best
- Create a good working relationship with both communities and local authorities.

Person Specification

- University education and/or training in a relevant field (social sciences, political science, international relations or sociology)
- Sound and demonstrable knowledge of and skills in communication, planning, outreach and community work;
- Fluent in Kurdish and Arabic and a good working knowledge of written and spoken English.
- Have at least one-year experience in a similar position.
- To work under pressure and priorities effectively.
- To develop good working relationships with people both inside and outside of REACH.
- An understanding of relief, rehabilitation, development, and gender issues.
- Willingness to undertake training and to incorporate new ideas into working practices.
- Competence in the use of word processor particularly in Word and Excel software applications.
- Awareness of issues related to development of communities.
- Political neutrality at work, awareness of representational role outside of working environment.
- Experience with NGO or working in humanitarian aid;
- Guarantee the data confidentiality
- Capacity to work in multicultural team.
- Ability to adapt or change priorities according to the changing situation with a project mission.
- A good trainer, eager to build the capacity of others;
- Have demonstrated self-motivation and proactively search out opportunities for influencing and motivating others;
- Social skills necessary to build effective working relationships with a broad range of people;
- To be committed to the aims and values of REACH.

How to apply?

Please send your CV with title of the position you applied for in the subject line to Contact:

Email address jobs@reach-iraq.org

Note: Only short-listed candidates will be contacted for an interview.

REACH Organization is an equal opportunity employer