



Head of Mission – Kurdistan region of Iraq

Country: Kurdistan region of Iraq – Location: Erbil

Duration: 9 months renewable, from mid-May 2017

Conditions: Salaried contract, monthly gross salary from €2,500 to €2,800 according to experience, monthly per diem 650 USD, medical coverage of 100% + repatriation insurance + provident fund, accommodation, international and local transportation as part of the mission, break every 3 months. More information on www.trianglegh.org under "Participate".

Family Duty Station: No

Presentation of TGH

"Actor in a sustainable and shared solidarity"

Founded in 1994, TGH is a French international solidarity organization based in Lyon. The association designs and implements emergency, rehabilitation and development programs in the following sectors: water, hygiene and sanitation, civil engineering, food security and rural development, education and psychosocial. TGH is currently operating in 10 countries in Africa, Asia, Europe and the Middle East.

Context

For many months, Iraq has been plunged into an armed conflict opposing Iraqi and Peshmerga forces to jihadist fighters of the Islamic State. Currently 3 million Iraqis are still displaced within the country among which more than a million are located in the Kurdistan region of Iraq (KR-I). This comes in addition to the 230 000 Syrian refugees settled in KR-I.. Military operations to retake the control of Mosul area from ISIS began in October 2016 and are still ongoing. 330 000 people are currently displaced and hosted in camps as a consequence of the ongoing military operations in Mosul area. The number of IDPs linked to this military offensive is continuously growing but return movements have started towards retaken areas.

Although the KR-I Government has a clear policy of free access to primary and secondary education, schools are however still overcrowded and cannot address the increasing diversity of needs resulting from the enrolment of Syrian refugee and Iraqi IDP children. Refugee and IDP children face particular difficulties adjusting to a new curriculum in KR-I due to language barrier. They often require remedial support to integrate in their new educational environment successfully.

In addition, most families' income does not allow them to bear the cost of sending their children to Arabic schools, all located in Erbil centre and paying for transportation and school equipment (uniforms, supplies). This leads parents to encourage their teenager children to contribute to the household's income through informal activities (selling, begging or any child labour) despite the potential risk of abuses. And all over Iraq, children have been trauma affected as they are repeatedly exposed to conflict stressors such as violence, torture, continuous displacements.

Presentation of the mission

TGH worked in Kurdistan from 1995 to 1999 in the education and agriculture sectors to support refugees from Turkey. TGH is officially registered in KR-I and Iraq. In 2013, TGH reopened a mission in Kurdistan and conducted 3 projects in Erbil: WASH in schools, winterization distribution, education and psychosocial support. TGH current projects mostly focus on Child Protection and Education.

Currently TGH has 2 operational bases in KR-I, one in Erbil and one in Bardarash, an office / guest house has recently opened in Dohuk and a field office has recently opened in Rabia and is shared with DAD, a partner NGO.

In Erbil, TGH is implementing a Cash For Education Project (May 2016 - August 2017) aiming at avoiding drop out and improving the enrolment of Syrian refugee in primary school. A protection project targeting the same beneficiaries is implemented as from summer 2016, with the setting up of mobile protection units and community based multipurpose centre in Daratoo.

Following the onset of Mosul military operations, TGH immediately started emergency interventions in order to provide the newly displaced children with Child Protection and Education in Emergency services. TGH emergency actions mostly took place in Khazer M1 IDP camp so far, deployment in new areas is currently ongoing. TGH Mosul response is funded by OCHA, UNICEF, ECHO and the French MoFA.

In addition to this emergency project, an ECHO funded action is being implemented in Bardarash locality to provide protection services and education in emergency to children among IDP, refugee and host communities.

In Rabia area, TGH is currently implementing a food security project aiming at supporting local communities affected by the occupation of the area by ISIS. Activities focus on supporting local farmers by providing veterinarian care, distributing animals and feedings.

Job description

Under direct supervision of the HQ-based Desk Officer, the Head of Mission has overall responsibility for TGH's operations in KR-I and the mission's staff. He/she supervises 8 expatriates (5 Program Managers, 1 Protection Coordinator, 1 Admin Coordinator, 1 Log Coordinator) and 66 national employees. The main responsibilities include:

General coordination of the mission

- Represent TGH in KR-I, in particular with national authorities, national project partners, donors, humanitarian coordination mechanisms, UN agencies and other INGOs
- Ensure compliance with Iraqi/Kurdish laws, procedures and regulations applicable to the INGOs working in the country
- Ensure an appropriate level of visibility of the organisation with the national and local authorities, as well as with donor representatives in the country
- Monitor and analyse the political, humanitarian and socio-economic context
- Based on this analysis and in collaboration with the Headquarters, contribute to the mission's strategy, the identification of funding opportunities, and the design of new projects
- Ensure efficient internal coordination at mission level and with HQ
- Ensure overall overview on the financial situation of the mission, and budget-related issues of the projects
- Organize, coordinate and support TGH national and international teams

Programs

- Ensure overall coordination, follow-up and quality of the ongoing projects over Erbil and Dohuk Governorates, as well as northern Ninewa Governorate.
- Support the Program Managers in the implementation and follow-up of the activities as necessary
- Coordinate the production of quality and timely donor reports (narrative and financial)

Fundraising

- In coordination with the HQ-based Desk Officer and technical advisers, identify and actively pursue new funding opportunities
- Coordinate and/or conduct assessment and exploratory missions

Security management

- Monitor the national and KR-I contexts and maintain regular communication with HQ
- Oversee the regular updating of the mission's security, evacuation and medical plans
- If required, conduct security assessment on the field in collaboration with the Logistics Department

- Ensure in particular that internal guidelines on field trips are regularly reviewed, adapted to the context and strictly enforced
- Ensure that TGH is fully included in the existing security information and coordination mechanisms, such as the UN, INSO and the French Embassy
- Manage security incidents and crises, in coordination with HQ

Human resources and support departments

- In coordination with the HQ-based Desk Officer, define the setup of the team
- Ensure performance management for staff under direct supervision according to the internal guidelines
- Provide active support to the Administrative Coordinator and the Logistics Coordinator as necessary

This list of responsibilities could be modified according to the needs.

Security, working and living conditions

Despite the war context outside of KR-I, the region is generally safe.

Erbil city is safe, and there are few restrictions of movement within the city. There are restaurants, sport centres, parks, supermarkets. Trips to the countryside are possible at weekends with prior validation by HoM. Security rules may be revised according to the evolution of the context.

Working and living conditions in Erbil are good. Communication means are satisfying (efficient internet, international phones). The office is separated from the guesthouses. Individual rooms are available for each expatriate.

Bardarash is a small city located at 1h15 minutes from Erbil, around 30km from the front line and 30km from Mosul. The security context remains correct. Working and living conditions in Bardarash are good as well.

In Rabia, no permanent presence of TGH staffs is allowed; field displacements in the area are possible only during the day with a return to Dohuk.

Profile

- At least 3 years of experience with a humanitarian NGO including at least 1 year in a coordination position
- Good knowledge of the humanitarian environment (NGOs, UN, main donors)
- Good communication and writing skills in English and French
- Proven ability to fundraise and write project proposals
- Experience in project management
- Experience in staff management
- Good security management skills, experience in challenging security environments
- Good knowledge of MS Office pack
- Good knowledge of accounting / financial management / logistics in a NGO context
- Good organizational and planning skills
- Experience of Arabic or Muslim countries and knowledge of Arabic language is a distinct advantage

Application

Applicants are invited to send a resume + a cover letter by mail to the following e-mail address: recrutement@trianglegh.org