



Head of Mission – Iraq / Kurdistan region of Iraq

Country: Iraq / Kurdistan region of Iraq – Location: Position currently based in Erbil, with upcoming shift of the duty station to Baghdad, with frequent travel to Erbil and Mosul offices

Duration: 12 months renewable, from of June 2019

Conditions: Salaried contract, monthly gross salary from €2,500 to €2,800 according to experience at first, and then from July 1st gross monthly salary from €2,900 to €3,400 depending on experience (general upgrade of the salary scale), 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: Yes

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

The regional conflict in Iraq and Syria, started in 2011, has torn apart families, displacing millions of people inside the country and pushed other millions to look for refuge in the neighboring countries and Europe.

The Kurdistan Region of Iraq, hosting 97% of the Syrian refugees within Iraq, is also now host around 700 000 internally displaced persons. Furthermore, the KR-I faces a budgetary crisis which presents serious challenges in the access to services (e.g. education) for displaced and host community populations.

The defeat of ISIS's last remaining strongholds in Iraq is now leaving ground for reconstruction and IDPs return. However, in places such as West Mosul and other vast portions of territories that have seen severe destruction where services are lacking, returns face structural limits (absence of livelihood opportunities, lack of public services, shelter...) and Iraqi people are still displaced in IDP camps of Ninewa or the East bank of Mosul.

Inter-community tensions are still present in this context, as military groups contribute to the political shaping of the areas retaken from ISIS. Despite the loss of the territories it used to control; ISIS cells are still present and active across Iraq, conducting frequent attacks.

Presentation of the mission

TGH worked in Kurdistan from 1995 to 1999 in the education and agriculture sectors to support refugees from Turkey. In 2013, TGH reopened a mission in Kurdistan and conducted several projects in Erbil: WASH in schools, Winterization distribution, Education and psychosocial support. Since 2016, TGH has deployed an emergency response supporting Iraqi IDPs in three camps of Ninewa Governorate (Khazer M1 and Nimrud, Salamiyah 1 and more recently Salamiyah 2 camps) with child protection services and education in emergencies. TGH has also been conducting and still developing livelihood activities towards vulnerable returnee households in rural Tilkaif / Hamdaniya districts. More recently TGH have opened sub-offices in Baghdad and in Mosul for the Mosul / Hamdaniya operations and develop further project in Federal Iraq.

Ongoing and expected interventions

- Since the beginning of the military operations to retake Mosul and surrounding ISIS-occupied areas, TGH has been providing emergency Child Protection interventions in several IDP camps of Hamdaniyah district (Khazer M1, Salamiyah 1, Salamiyah 2 and Nimrud camps) in Ninewa governorate. In spite of progressive returns, camps remain populated and are expected to continue to be so during the first semester of 2019. TGH therefore will therefore pursue its intervention;
- TGH is currently implementing a food security and livelihood project in consortium with other NGO in Hamdaniyah district, following two consecutive animal health programs conducted in Telafar and Tilkaif districts (Ninewa governorate).
- In the Kurdistan Region of Iraq, TGH is involved since 2017 in an institutional support program aiming to build the capacities of KRI's Ministry of Labor and Social Affairs, and the 3 Directorates of Social Affairs of Erbil, Dohuk and Suleymaniya governorates. From 2019, TGH will start implementing an additional capacity building component in Federal Iraq
- TGH is starting implementing a 6 month child protection project in Balad District (Salahadin Governorate).

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 4 to 8 expatriates and 75 national employees.

The main responsibilities include:

General coordination of the mission

- Represent TGH in Iraq and KR-I, in particular with national authorities, national project partners, donors, humanitarian coordination mechanisms, UN agencies and other INGOs
- Establish/develop relations with head offices of Ministries and administrations in Baghdad in view of opening new project areas
- Ensure compliance with Iraqi/Kurdish laws, procedures and applicable regulations.
- Make sure that activities reports to DNGO in Baghdad are submitted on time.
- Ensure task payment at Baghdad level, in coordination with the Finance / HR / Admin Coordinator
- 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
- Support the Program Coordinator and Managers in the implementation and follow-up of the activities as necessary
- Coordinate the production of quality and timely donor reports (narrative and financial)
- Maintain existing / establish new partnerships with National NGOs

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 security context 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 unstable political context in Iraq and KRI, the KRI region is generally safe and current TGH areas of operation in Federal Iraq are considered safe.

Erbil city is safe, and there are no restrictions of movement within the city. Much entertainment is available such as restaurants, sport centers, parks, supermarkets, cinema etc. 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.

Operations in Dohuk, Suleymaniya are subject to the same security condition as for Erbil.

Baghdad and Mosul: due to the security environment, international staff movements are strictly limited and under tracking. Curfew is set up at 5PM for all staff. Updated assessment is required.

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 accounting / financial management / logistics in a NGO context
- Good organizational and planning skills
- Good knowledge of MS Office pack
- Experience of Arabic or Muslim countries and knowledge of Arabic language is a distinct advantage
- Diplomacy and self-control

Application

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