

حكومة إقليم كردستان - العراق  
مجلس الوزراء  
وزارة الداخلية  
مركز تنسيق الازمات المشترك  
مديرية الادارة والمالية



Ministry of Interior  
Joint Crisis Coordination Centre  
Directorate of Administration and Finance

حكومة هدریمی كوردستان-عیراق  
ئەنجومەنی وهزیران  
وهزارهتی ناوخن  
ئاوهندی هاوبهشی ههماهنگی قهیرانهكان  
بهڕێوهبهرایهتی کارگێڕی و دارایی

### Job Announcement

The KRG Ministry of Interior/ General Directorate of Joint Crisis Coordination Centre (JCC) is seeking an individuals to fill the below positions.

**OPEN TO:** All Interested Local Candidates  
**OPENING DATE:** Wednesday, August 11, 2016  
**CLOSING DATE:** Open Until Filled  
**WORK DAYS:** 5 Days per Week  
**PLACE OF PERFORMANCE:** Erbil, Kurdistan Region, Iraq  
**TYPE OF EMPLOYMENT:** Contract

### FIRST: PLANNING OFFICER

#### MAIN RESPONSIBILITIES:

1. Collect sufficient information about plans and action works of the relevant stakeholders.
2. Reviews plans and strategies of all those parties who work on crises and hazards, and briefs them in accordance to previously needed works and duties.
3. Prepare JCC's plan for (one year, three year, and five year), so that the functions and duties of JCC is more clear and selective.
4. Prepare joint plans and strategies with relevant stakeholders in KRG, to be recognized as a region's plan to respond to humanitarian crises.
5. Identifies needs of response, and also identify gaps and shortfalls, provides plans and response strategy.
6. Carry out other assignments as designated to.
7. Act as Duty Officer on a rotational basis or as assigned.

### SECOND: REPORTING OFFICER

#### MAIN RESPONSIBILITIES:

1. Prepare briefs, presentations, and any other documents required for the meetings.
2. Review weekly field reports concerning crises issues, extract relevant data, identify gaps and errors, and contact the relevant field persons in order to amend/complete the reports.
3. Summarize field reports, research papers, policy papers etc.
4. Translate documents and reports into Kurdish, or English, as needed
5. Enter verified and amended data from the weekly field reports into JCC database.
6. Provide computational research support.
7. Extract data related to databases (data querying) and produce relevant graphs and figures.
8. Upon request, provide general support to the directorate staff in the production of various reports on the crises and humanitarian situation.
9. Carry out other assignments as designated to.
10. Act as Duty Officer on a rotational basis or as assigned.

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### THIRD: MONITORING AND IMPLEMENTATION OFFICER

#### MAIN RESPONSIBILITIES:

1. Identifies and assesses capabilities, strengths and weaknesses of shareholders for responding crises, to more effectively manage crises' response, continuously introduce and implement helpful solution, conduct research, and identify and provide recommendation in regards to required resources.
2. Identifies policies and indicators for an effective coordination among the relevant shareholders in times of crises' response.
3. Identifies and suggests required resources to perform response program of a crises more effectively and to be in accordance to policies and objectives of JCC.
4. Collects and analyses information about relevant shareholders in the implementation of crises' response plan, as well as assesses their capabilities in comparison with the needs, policies and objectives to perform joint plan more effectively.
5. Identifies and analyses the structure of joint plan and how to act during the response to a continuous crisis, also assesses gaps in regards to capabilities and hurdles of the assistance.
6. Implements (SWOT) systems which is an assessment of (strengths, weaknesses, threats and opportunities of any project), to identify opportunities and threats for an effective coordination among main partners of the response crisis and to provide recommendations for solutions.
7. Identifies those fields which needs improvements in process of assistance and joint action policies, also provides recommendations for acting and supporting recommended work.
8. Continuously identifies required resources and analyses gaps and errors, recommended works and making effort to implement them.
9. Visit crisis settings, response partners and other stakeholders as needed and assigned.
10. Other duties and tasks as needed and assigned by the Director.
11. Act as Duty Officer on a rotational basis or as assigned.

### FOURTH: INFORMATION ANALYST

#### MAIN RESPONSIBILITIES:

1. Carry out continuous information gathering, monitoring, research and follow-up on crisis and humanitarian developments
2. Collect, collate and analyse information and exchange it
3. Provide accurate information in a timely manner
4. Ensure and verify information for decision-making and internal dissemination is accurate and up to date
5. Provide information management products such as maps, contact information, commodity tracking and who-what-where information.
6. Collect, collate, analyse, and disseminate information on all activities of INGOs, NGOs, donors, media, UN agencies, and other international and national relief actors.
7. Oversee the information flow (input, throughput, output) of the JCC
8. Prepare situation reports and distribute these accordingly
9. Develop and maintain a central registry of organisations including information on contacts and operations and who-what-where information
10. Monitor and analyse events, public opinion and press, identifies issues and trends, and recommend appropriate action/responses



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12. Conduct induction and orientation for new employees, volunteers and internees.
13. Carry out other assignments as designated to.
14. Act as Duty Officer on a rotational basis or as assigned.

## SEVENTH: OFFICE MANAGER

### MAIN RESPONSIBILITIES:

1. using a range of office software, including email, spreadsheets and databases;
2. managing filing systems;
3. developing and implementing new administrative systems, such as record management;
4. organizing meetings
5. arranging appointments
6. typing
7. supervising and monitoring the work of secretarial, clerical and administrative staff
8. implementing and maintaining procedures/office administrative systems
9. Organize and schedule meetings and appointments
10. Provide general support to visitor.
11. Carry out other assignments as designated to.
12. Act as Duty Officer on a rotational basis or as assigned

## Requirements:

### QUALIFICATIONS:

1. Master (M.A.) or Bachelor (B.A.) degree is required in the fields of international relations or program management or Media.
2. Multi-lingual: At minimum, must be fluent in Kurdish and English (spoken and written).
3. Experience of having worked in a fast moving, high pressure, mixed culture environment.
4. Experience of having worked across government ministries and departments.
5. NOT less than TWO year experience of the relevant fields.
6. High level skill with Microsoft Office (Excel, Word, and PPT) required.

### PERSONAL ATTRIBUTES:

1. Ability to work hard, under pressure, to tight and moving deadlines.
2. Personal resilience and ability to work in challenging circumstances.
3. Patient and diplomatic with a wide diversity of people and work styles.
4. Able to build and maintain strong working relationships and to wield influence through these.
5. focused on delivery
6. Team player

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## SELECTION PROCESS:

Applications will be initially screened for eligibility in accordance with the qualification criteria above and qualified applicants will be shortlisted. Applicants are encouraged to address each criterion in their application in order to meet the minimum requirements for this position. The shortlisted applicants will be notified and called for an interview. The interview is run in both languages Kurdish and English. Interested applicants for this position should submit their CV to the below Emails:

[jcc.moi@jcckrg.org](mailto:jcc.moi@jcckrg.org)  
[sarhad.omar@jcckrg.org](mailto:sarhad.omar@jcckrg.org)

## Contact Information:

Questions may be directed to the Directorate of Administration and Finance, Mob: 07511205859.