حكومة إقليم كوردستان- العراق مجلــــــــــس الــــــوزراء وزارة المسداخمي مسركز تنسيق الازمسات المشترك مديرية الادارة والمالية



، نجــومــــهنــــى وەزيــران وەزارەتىسىي نىسساوخىسى اوەندى ھاوبەشى ھەماھەنگى قەيرانەكان بەرىيوەبەرايەتى كارگىږى و دارايى Directorate of Administration and Finance

حكومەتى ھەريمى كوردستان-عيراق

Job Announcement

Joint Crisis Coordination Centre

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

OPEN TO: OPENING DATE: CLOSING DATE: WORK DAYS: PLACE OF PERFORMANCE: TYPE OF EMPLYMENT:

All Interested Local Candidates Wednesday, August 11, 2016 **Open Until Filled** 5 Days per Week Erbil, Kurdistan Region, Iraq Contract

FIRST: PLANNING OFFICER

MAIN RESPONSIBILITES:

- 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.
- Identifies needs of response, and also identify gaps and shortfalls, provides plans and response strategy. 5.
- Carry out other assignments as designated to. 6.
- Act as Duty Officer on a rotational basis or as assigned. 7.

SECOND: REPORTING OFFICER

MAIN RESPONSIBILITES:

- 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.
- Summarize field reports, research papers, policy papers etc. 3.
- Translate documents and reports into Kurdish, or English, as needed 4.
- Enter verified and amended data from the weekly field reports into JCC database. 5.
- Provide computational research support. 6.
- Extract data related to databases (data querying) and produce relevant graphs and figures. 7.
- Upon request, provide general support to the directorate staff in the production of various reports on the 8. crises and humanitarian situation.
- Carry out other assignments as designated to. 9.
- 10. Act as Duty Officer on a rotational basis or as assigned.

حكومة إقليم كوردستان- العراق حكومەتى ھەريىمى كوردستان-عيراق مجلـــــوزراء ـومـــهنـــى وەزيــران وزارة المسمداخسط مسركز تنسيق الازمسات المشترك وەندى ھاوبەشى ھەماھەنگى قەيراندكان مديرية الادارة والمالية بەرِيْوەبەرايەتى كارگێڕى و دارايى Ministry of Interior Joint Crisis Coordination Centre Directorate of Administration and Finance

THIRD: MONITERING AND IMPLEMENTION OFFICER

MAIN RESPONSIBILITES:

- 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 RESPONSIBILITES:

- 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

حكومة إقليم كوردستان- العراق حكومەتى ھەريىمى كوردستان-عيراق مجلـــــــ الــــوزراء ــومــــهنــــی وهزیـــران وزارة المسداخمي ەزارە**تىسى نىساوخىس** مسركز تنسيق الازمسات المشترك وەندى ھاويەشى ھەماھەنگى قەيرانەكان مديرية الادارة والمالية Ministry of Interior بەرىيوەبەرايەتى كارگىږى و دارايى Joint Crisis Coordination Centre Directorate of Administration and Finance

- 11. Carry out other assignments as designated to.
- 12. Act as Duty Officer on a rotational basis or as assigned.

FIFTH: DONOR RELATION'S COORDINOTR

MAIN RESPONSIBILITES:

- 1. Manage relationships with existing donors, including regular updates.
- 2. Ensure up-to date and accurate records are kept of donations, and are easily accessible.
- 3. Assist with events to ensure donor satisfaction and update donors about the progress of the funded projects
- 4. Follow up and work on all pledges made
- 5. Prepare proposals to gain Donations and Funds
- 6. Coordinate and ensure any new Fund and or Pledge Agreements are received in a timely manner.
- 7. Report on the use of these funds to donors per donations agreements.
- 8. Coordinate with other JCC directorates to gather information that will allow advancement to inform donors about program events, highlights and special opportunities/activities.
- 9. Annual fund status reports to donors
- 10. Create a donor database and update the lists, information of donors for future reference.
- 11. Update donor records according to donor interests
- 12. Provide useful donor information to directorate's team members involved in the cultivation and future solicitation of the donor.
- 13. Provide information on the use/success of their donations or programs of interest to the individual donor
- 14. Carry out other assignments as designated to.
- 15. Act as Duty Officer on a rotational basis or as assigned.

SIX: Human Resource Officer

MAIN RESPONSIBILITES:

- 1. Propose procedures to develop JCC's workforce and manage recruiting and hiring new employee, volunteers and internees to fill vacant positions or new jobs in coordination with directors.
- 2. Propose advices on how to ensure friendly relationship between JCC and employees and resolve any workplace conflicts.
- 3. Provide recommendations to ensure an encouraging and positive work environment.
- 4. Ensure all JCC employees comply with the policies, laws and regulations.
- 5. Provide advice and recommendations to directors on employee assignments to the roles in JCC.
- 6. Register and keep the record of the volunteers and Internees.
- 7. Develop and improve existing HR procedures and processes.
- 8. Facilitate smooth communication and cooperation between JCC and KRG institutions, local and international NGO's to programs that are relevant to capacity building.
- 9. Identify and initiates trainings/seminars for staff with local and international partner agencies to develop work skills.
- 10. Work with the capacity building program coordinators to ensure that training and communication to the participants are undertaken in respect of planned schedule and project documents.
- 11. Work to secure technical and institutional training in accordance to the requirements of the participants and based on the assessments provided.

حكومة إقليم كوردستان- العراق حكومەتى ھەريىمى كوردستان-عيراق مجلـــــــــــس الــــــوزراء *انجومهانی و از یسران* وزارة المسداخسلسية وەزارەتىسى نىسساوخىسى مسركز تنسيق الازمسات المشترك اوەندى ھاوبەشى ھەماھەنگى قەيرانەكان مديرية الادارة والمالية بەرېيوەبەرايەتى كارگېږى و دارايى Ministry of Interior Joint Crisis Coordination Centre Directorate of Administration and Finance

- 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 RESPONSIBILITES:

- 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

حكومة إقليم كوردستان- العراق حكومەتى ھەريمى كوردستان-عيراق مجلـــــــ الــــوزراء ئەنجــومــــەنـــى وەزيــران وزارة المسداخمي وەزارەتىسى نىسساوخىس مـــركز تنسيق الازمــات المشترك وەندى ھاوبەشى ھەماھەنگى قەبرانەكان مديرية الادارة والمالية Ministry of Interior بەرېيوەبەرايەتى كارگېږى و دارايى Joint Crisis Coordination Centre Directorate of Administration and Finance

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 sarhad.omar@jcckrg.org

Contact Information:

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