



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

هەریمی کوردستان-عێراق
ئەنجومەنی وەزیران
وەزارەتی ناوخبوون
ناوەندی هاوبەشی هەماهەنگی قەیراندەکان
بەرپێوەبەرایەتی کارگێڕی و دارایی

VACANCY ANNOUNCEMENT

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

LOCATION: Mainly in Erbil with potential visits to Slemani and Duhok
OPEN TO: All Interested Local Residents
APPLICATION DEADLINE: Sunday, January 28, 2018 (Midday)
TYPE OF CONTACT: Employment
POST LEVEL: Employee
DURATION OF CONTRACT: 12 Months
PROBATIONARY PERIOD: 3 months

FIRST: PREPAREDNESS AND PLANNING OFFICER

REPORTING LINE: DIRECTOR OF CRISIS RESPONSE AND MANAGEMENT

MAIN RESPONSIBILITIES:

1. Coordinate the implementation of the JCC's strategic plan to establish disaster and crisis management system in Kurdistan Region-Iraq.
2. Formulate short, medium and long-term regional plans to respond to and mitigate crisis
3. Coordinate and organize joint action among the relevant KRG Ministers, Departments, the International community, Non-Governmental Organizations, other civil institutions and Military forces as well as Federal Government Institutions to respond to, manage and solve crisis;
4. Coordinate and combine efforts among the relevant KRG Ministries, Departments, the International Community and Non-Governmental Organizations in order to have an effective and efficient response and solution to crisis;
5. Oversee coordination with the Crisis Response Teams in each of the three Governorates (Erbil, Slemani and Duhok) and will also provide necessary assistance to those teams to carry out their duties;
6. Identify needs and gaps of response;
7. Monitoring and continuous implementation of JCC plans and strategies;
8. Act as Duty Officer on a rotational basis or as assigned;
9. Perform other duties as required;



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بهريوهبهرايهتى كارگيپرى و دارايى

SECOND: STABILIZATION AND FIRST PHASE RECOVERY OFFICER

REPORTING LINE: DIRECTOR OF CRISIS RESPONSE AND MANAGEMENT

MAIN RESPONSIBILITIES:

1. Preparing plans for stabilizing of the affected communities after disaster or crisis based on international standards;
2. Assessing needs and gaps of stabilization process in coordination with stakeholders;
3. Facilitating to return affected people and make sure about the area safety after the disaster or crisis;
4. Reporting about the phases of stabilization and reconstruction process;
5. Monitoring and evaluating the performance of the stakeholders;
6. Assessing response and management of disaster and crisis and lessons learned.
7. Act as Duty Officer on a rotational basis or as assigned;
8. Perform other duties as required

THIRD: MEDIA AND COMMUNICATIONS OFFICER

REPORTING LINE: DIRECTOR OF INFORMATION MANAGEMENT AND DATA EXCHNAGE

MAIN RESPONSIBILITIES:

1. Managing JCC website, publishing news and reports in the website Kurdish and English sections;
2. Administrating the JCC's social media accounts, mainly Twitter and Facebook;
3. Follow up media coverage to the JCC's activities;
4. Circulating JCC's reports, daily and weekly briefs to partners and media outlets;
5. Taking photos for JCC's activities and meetings at the headquarter and outside of the office;
6. Writing press releases;
7. Effectively and timely delivery of JCC's activities;
8. Promoting JCC's activities and works;
9. Act as Duty Officer on a rotational basis or as assigned;
10. Perform other duties as required;

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FOURTH: MONITERING AND EVALUATION OFFICER

REPORTING LINE: DIRECTR OF RESOURCE MOBILIZATION

MAIN RESPONSIBILITIES:

1. Participate in establishing and continuously strengthen the JCC's M&E system, tools and mechanisms;
2. Establish and maintain an information data-base for data registration, processing and analysis;
3. Participate in defining key output and result indicators specific to each crisis response;
4. Prepare and define capabilities, needs and gaps to respond to, solve and manage crisis in coordination with the directorate team members and with the KRG's Ministries, Departments, the International Community and NGOs;
5. In close cooperation with the Communication and Coordination Officer and the Information Management Directorate, gather, consolidate, verify and validate information related to key activities, outputs and results indicators;
6. Track multi-stakeholder activity progress and contribution in a crisis response;
7. Monitoring and evaluating the efficiency, effectiveness, and impact of operations;
8. Prepare monthly, quarterly and annual reports as well as other situation and progress reports;
9. Consolidate and provide data and statistics as requested on a case-by-case basis;
10. Assist other JCC colleagues with M&E tools and support them in their use;
11. Act as the JCC's focal point for evaluation initiatives and foster partnerships between the JCC and academic and technical institutions for monitoring and evaluation cooperation, support and learning;
12. Form and maintain a network with M&E focal points within the offices of key governmental and non-governmental counterparts;
13. Facilitate communication between relief-providers and national counterparts;
14. Act as Duty Officer on a rotational basis or as assigned;
15. Perform other duties as required;

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FIFTH: HUMAN RESOURCE OFFICER

REPORTING LINE: DIRECTOR OF ADMINISTRATION

MAIN RESPONSIBILITIES:

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 advice 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;
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;

Required Skills and Experience:

Education:

A university degree in a relevant field of study is required in the fields of international relations or program management or Media and communication, Crisis and disaster management etc.

Language Skills:

Multi-lingual: At minimum, must be fluent in Kurdish and English (spoken and written)

Working Experience:

- 1- Worked in a fast moving, high pressure, mixed culture environment;
- 2- Worked across government ministries and departments;
- 3- NOT less than TWO year experience of the relevant fields;

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Technical Skills: High level skill with Microsoft Office (Excel, Word, and PPT)

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;

STATEMENT OF PURPOSE:

The Applicant requires to submit a (one page) statement of purpose (in English) about the job which who applied.

SELECTION PROCESS:

Applications will be initially screened for eligibility in accordance with the qualification criteria 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:

admin.jcc@moi.gov.krd
jcc.moi@jckrg.org

CONTACT INFORMATION:

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