



# Vacancy Announcement

**Job Title:** Cash Assessor (Full time)

**Project Name:** Providing specialized protection services to vulnerable returnees and IDPs in Duhok and Ninawa governorates, Iraq

**Project Area:** Duhok and Ninawa Governorate

**Vacancy Ref. No:** 105

**Number of Vacancies:** 3

**Applicants Residence:** Hatra, Summel, Qahtanya Protection community centers

**Preferable Gender:** Female and Male

**Duration of Appointment:** 7 Months

**Expected Starting Date:** 1 September 2022

**Deadline:** August 18<sup>th</sup>, 2022

**Type of Contract:** Employment Contract

**Working Hours:** 8:00am\_3:30PM

## Background:

Harikar NGO is a neutral, non-governmental, non-profit humanitarian organization established on 30th May 2004 by a group of social activists. Harikar NGO as stated in its mission statement strives toward the fulfilment of human and women rights in Dohuk Governorate as stipulated in the new Iraqi constitution of 15th October 2005. Harikar is committed to- within its resources- contribute towards the achievement of the internationally agreed Millennium Development Goals. Harikar believes in human rights, the right of every person to reach his/her potential without discrimination on the basis of race, gender, religion, social segment and ethnicity. Harikar strives to achieve social justice especially among the marginalized vulnerable groups and works towards eliminating all forms of discrimination against women by promoting their capacity to fully participate in community development. Harikar has been able to successfully carry out more than 80 projects, through funding from various partners including UNFPA, RRT/PRT, UNHCR, UNESCO, UNICEF, UNOCHA, Diakonia, UNDP, UNOPS, IRD, Mercy Corps, CARE International, ASB, GIZ, Acted, IRC, IRI, NDI, SCF-UK, Mission east, ICSP and others.

## Terms of References

### Job Overview:

Under the direct supervision of project Assistant, the cash officer is in charge of identifying cases who are in need of cash for protection through conducting vulnerability assessments, coordinating with Hawala agent for delivering cash assistance/payments to eligible cases, and coordinating with finance and logistics departments

for preparing all the logistical and financial requirements associated with cash for protection intervention. Also, he/she is responsible for developing payment receipts, preparing and documenting all paper works needed for the cash intervention in line with Harikar Operation Guideline and Donors' requirements.

### **Scope of Work (Duties and Responsibilities):**

- Prepare implementation plans for implementing and monitoring the cash for protection intervention.
- Ensure proper filling of documents including beneficiary's and financial documents.
- Responsible for conducting vulnerability and post distribution assessments in the targeted areas.
- Coordinate and liaise with local departments for obtaining the necessary approvals and safeguard the security of the staff and beneficiaries.
- Coordinate internally with logistics, finance, and security departments to guarantee the smooth implementation of the intervention.
- Deal with Hawala agent for ensuring the proper documentation and delivering cash to beneficiaries on time and in a dignified manner.
- Prepare daily, weekly, or monthly report on the project activities and cash for protection distributions.

### **Summary:**

- Work towards the achievement of overall goals of the project through effective implementation and supervision of the project. external coordination's and teamwork.
- Planning, monitoring and supervision of field activities, to ensure the timely and quality of services.
- Ensure appropriate community involvement in design and delivery of services.
- Ensure proper coordination with community and local authorities and positive acceptance of Harikar in the area.
- Development and carry out need assessment, FGDs, interviews to improve the project.
- Provide Capacity building of project staff, community to ensure quality of project deliverables.

### **Additional Duties and Responsibilities:**

- Organizes and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships
- Plan, coordinate and organize workload while remaining aware of changing Priorities and competing deadlines.
- Team management abilities, decision making, and cultural awareness.
- Strong initiative to new ideas, flexibility in adapting to changes, and creativity in responding to challenges.
- Excellent communication skills (written and oral): Sensitivity to and responsiveness to project staff, local authorities, and the community.
- Commitment to the job and the organization.
- Responds positively to critical feedback and differing points of view.
- Solicits feedback from staff about the impact of his/her own behavior.

### **Experience, Qualifications and Skills:**

#### **Educational Qualifications:**

- Bachelor's degree or above in economy, management, administration.

### Professional Experience:

- Overall knowledge and understanding of development and humanitarian fields with focus on protection interventions.
- Strong communication, interpersonal, analytical and negotiation skills.
- Previous experience working with NFI and cash distributions in an NGO.
- Experience in conducting multi sectorial assessments and vulnerability assessments.
- Overall understanding of the political context in Iraq, with focus on conflict zones.
- Overall knowledge of geography, local population and local language in the areas of operational interests.
- Experience in conducting multi sectorial assessments and vulnerability assessments.
- Ability to show leadership in a multi-cultural team.

### Skills:

- Fluency in written and spoken English, Kurdish, and Arabic.

## Reporting and Supervision

**Reports to:** Project Assistant

### Expected Conduct:

- Ensure that confidentiality is always maintained when sharing data and information about persons of concern;
- Maintain cooperative relationships with partners;
- Maintain high professional and ethical standard when both on and off duty, including upholding the principles and practices set out in the Code of Conduct and adhering to international standards;
- Seek guidance and technical support when needed with “Do no harm” principle being the priority at all times.

### Commitment:

- All Harikar staff must be committed to the Core Humanitarian Principles as well as the Core Humanitarian Standards in Accountability and Quality Management
- All Harikar policies and guidelines are an integral part of this Job Description and must be implemented, e.g.:
  - Harikar operational guidelines and Policies.
  - Guideline prevention of corruption.
  - Guideline on PSEA.
  - Harikar Code of Conduct
  - Child Safeguarding
  - Time keeping policy