



Vacancy Announcement

Job Title: Project Manager Assistant
Project Name: Juvenile Justices
Project Area: Duhok and Governorates
Vacancy Ref. No: 82
Applicants Residence: Erbil and Duhok
Preferable Gender: Male and Female
Duration of Appointment: 1 Year
Expected Starting Date: December 2021
Deadline: 7 November 2021
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 fulfillment 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:

Harikar aims to provide support to children and youth in KR-I detention and reformatory facilities through an innovative project combining specialized JJ and MHPSS services with a supported curriculum, in a partnership with UNICEF Iraq, other related ministries in KR-I and others. The project aims to enable the target group to move forward with their lives as peaceful and productive members of society. Additionally, awareness work with the communities on social cohesion will help the children and youth reintegrate into the society. Child Protection committee is strongly based on child protection system strengthening, community empowerment objectives, fostered resilience of children and youth with a tailored-made reintegration intervention, which includes a specialized justice approach. Therefore, civil society and government social workers will be trained on effective mental health and justices approaches.

Scope of Work (Duties and Responsibilities):

Program Planning and Implementation:

- Communicating with stakeholders regarding project needs and goals.
- Contributing to the planning and development of the project required tasks.
- Supporting the coordination and management of the project.
- Researching information as required.
- Performing administrative tasks such as preparing invoices, estimates, scheduling meetings, etc.
- Keeping track of and reporting on project progress.
- Completing any tasks assigned by the Project Manager in an efficient and timely manner.
- Assist the Project Manager with the successful full cycle of assigned projects; from initiation to completion, including receipt of payment if necessary.
- Ensure all project documentation is accurate and uploaded into internal and external claims systems.
- Assist the project with customer communication and interactions
- Ensure work authorization, completion certificates and all other required documents are obtained from the clients.
- Ensure work order tasks and purchase orders are completed and uploaded in a timely manner.
- Act as a liaison between the staff, stakeholders and Project Manager to ensure project success.
- Address questions/concerns throughout the project.
- Perform tasks required by the Project Manager in support of the project needs.
- Be aware of all aspects of the scopes of work, so proper assistance to the Project Manager can be provided.
- Responsible to track project changes and produce updated schedules.
- Review project information and compile schedules in a timely manner.
- Prepare and/or edit internal scopes of work, estimates, budgets, letters, memos and emails.
- File all project documents appropriately (hard and soft copies).
- Organize, compile and submit support documentation upon completion of the project.
- Submit any required information to the client as directed by the Project Manager.
- Be capable of short-term coverage for the project in the event of Project Manager vacations or absences.
- Work under time constraints to meet specific timelines.
- Ensure attention to detail and keen sense of safeguarding other people's property and information.
- Participates in and demonstrates an understanding of safety principles and practices; follows all safety policies and procedures to support a safe working environment, including safe operation of machines and equipment.
- Comply with all Harikar's policies and procedures, as well as legislative requirements.
- Proactively communicate job site conditions and concerns that may or are affecting completion of the job to the appropriate person.
- Attend all Harikar sponsored training courses.

Coordination & Partnership:

- Ensure Harikar takes lead, facilitates and actively participates in the related Working Group Monthly Coordination Meetings at the levels of Dohuk and Erbil.
- Promote a positive profile of the program and good understanding among other sectors, partner and communities about the program.
- Within the bracket of confidentiality, encourage information sharing with other units and agencies
- Develop and maintain strong working relationships with all stakeholders, community support groups, community leaders and partner agencies to enhance multi-agency and multi-sectoral cooperation and coordination at the camp level.
- Help, coordinate and manage the project from inception to completion.
- Strengthen the operationalization of the JJ Standard Operating Procedures (SOPs) by engaging relevant stakeholders in the review and updating of the processes.
- Establish and regularly review the referral systems and procedures, whereby clients can receive appropriate and timely assistance.

Mainstreaming the Humanitarian Standards:

- Provision of technical support in linking Harikar programs to relevant humanitarian accountability standards and ensuring Rights-Based approach to all programming.
- Must be committed to the Core Humanitarian Principles as well as the Core Humanitarian Standards in Accountability and Quality Management.
- Ensure that the Harikar protection programs are implemented in accordance with Harikar standard

regulations and operational procedures (e. g. Code of Conduct, Harikar Anti-Fraud Policy, Guidelines on PSEA, Child Safeguarding Guidelines. Harikar Operation Guidelines and others).

- Performing other tasks as required by the project manager

Additional Duties and Responsibilities:

- Travel within Iraq and KRI, as needed, on mission and for training.
- Maintain and ensure a culture of strict confidentiality among and between Harikar staff and non-Harikar employees or beneficiaries.
- Undertake all other duties as assigned by his/her supervisor that are compatible with the job.

Experience, Qualifications and Skills:

Educational Qualifications:

- A university degree in Business Management or a related field is preferred.

Skills:

- Strong written and verbal communication skills in English, Arabic and Kurdish (Both dialects).
- No less than 3 years of previous experience in project management or a similar role.
- Proficiency in Microsoft Office and project management software.
- Highly organized and able to multitask.
- Strong attention to detail and problem-solving skills.
- Able to work independently and as part of a team.
- Manage sensitive information appropriately and maintain confidentiality.
- Strong aptitude to work within deadlines.
- Integrity, honesty and responsibility with a desire to contribute to a team.
- Highly organized with attention to details.
- Willing to work evenings, on call and weekends when requested.
- Periodic travel may be required.

Reporting and Supervision:

Reports to: Project Manager

Supervises: Project Team

Expected Conduct:

- Ensure that confidentiality is always maintained when conducting the required duties and responsibilities.
- Work with the Harikar/UNICEF protection team in a cooperative and collaborative manner.
- 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