



Vacancy Announcement

Job Title: Training Programme Developer
Project Name: Juvenile Justices
Project Area: Duhok and Erbil Governorates
Vacancy Ref. No: 90
Vacancy No: 2
Applicants Residence: Erbil and Duhok
Preferable Gender: Male & Female
Duration of Appointment: 2 months
Expected: 1 February 2022
Deadline: 17 January 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 many programmes and projects, through funding from various partners including UNFPA, RRT/PRT, UNHCR, UNESCO Diakonia, UNDP, UNOPS, IRD, Mercy Corps, IRC, IRI, NDI, SCF-UK, Mission east, ICSP and others.

Terms of References

Job Summary:

Under the overall supervision of the juvenile justice project, the training programme developer will develop a tailored training programme on juvenile justice standard, skills, case management, PSS, family and social integration directed by CRC, Law 76 of 1983 and other international and national legislation and standard.

The general scope is to strengthen the quality service provided for juvenile through supporting the staff with effective training manual and guideline, the programme training developer is responsible for designing a training manual covering mentioned subjects, and will assist the project staff for effective use of the developed manual.

Key Responsibilities:

1. Training programme development:

- Review of current available training manuals of juvenile justices and related topics.

- Design a comprehensive training manual including clear guide for the use of manual.
- The designed training manual must be in line with the Law 76 of 1983, CRC guide, and to cover subjects related to juvenile justice standard including PSS, Case management, and family integration.
- The training manual developed must also cover clear guidelines, learning progress, impact assessment, and general objectives of all sessions. Choosing appropriate training methods per session (virtual or face-to-face) with clear tools and other requirement of the sessions.
- He/she will be involved in train, and deliver presentations on how to use the manual.
- The developed manual must fit to Iraqi and KRI law and regulations related to juvenile justices.

2. COORDINATION AND NETWORKING:

- Coordinate with relevant actors on availability of training manual in selected subjects within the project scope.
- Work in close collaboration with the project staff, and relevant stakeholders, possible NGOs expert in juvenile justices.

3. PERFORM ANY OTHER DUTIES THAT MAY BE ASSIGNED TO BY the SUPERVISOR

Organizational Representation:

- Develop and maintain contacts with all relevant stakeholders including government, security forces, partner organizations.
- Cooperate with government institutions, non-government organizations, and the local community.
- Represent the project/program in front of relevant stakeholders.
- Regularly share information on lessons learnt and progress.

Remarks:

All Harikar policies, guidelines and checklists 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.
- Checklist for procurement documents filing for supporting documents.

Requirements:

Education Background:

- The applicant must hold University degree.
- Graduates of Law, Psychology or Sociology are preferred.

Experience:

- Minimum three years of experience in a relevant position within an (I)NGO.

Knowledge:

- Strong working knowledge (spoken, written and reading) of English, Arabic and Kurdish.
- Basic computer literacy (Word, Excel, Internet, Email).
- Advanced knowledge about humanitarian principles and Iraqi legislation.

Personal attributes:

- Ability to work independently with a team player attitude and reporting skills.
- Leadership and training skills.
- Diplomacy, good communication and interpersonal skills.
- Rigorous, organized, ethical mindset.
- Flexible.

