

JOB VACANCY
FSL PROGRAM MANAGER ASSISTANT (M/W)
Based in KALAR
Job Reference Number: ACF/KRI/KA/FSL/001

Action Contre la Faim –ACF International is a global humanitarian organisation committed to ending world hunger and recognized as a leader in the fight against malnutrition. Founded in 1979, ACF delivers programmes, in over 40 countries while committed to respect humanitarian principles as a non-governmental, non-political, non-religious and, non-profit organisation. Our mission is to save lives through the prevention, detection, and treatment of malnutrition, especially during and after emergency situations and conflict. ACF intervenes in four main areas: Nutrition, Mental Health & Care Practices; Water, Sanitation & Hygiene; Food Security and Livelihoods; Advocacy and Raising Awareness. **ACF is looking for a FSL PROGRAM MANAGER ASSISTANT.**

Work place: Based in KALAR + on exceptional request, in geographical area(s) covered by ACF in KRI

Type of contract: Fixed-Term Contract of 9 months, from the 01 July 2016 until the 31 March 2017 (*with the possibility of extension*)

Working Hours: Full time contract of minimum 40 hours a week up to a maximum of 48 hours a week (*8 hours a day for 5 days a week and on Saturdays when needed and/or requested*)

Monthly Gross Salary: From 2,296,690 IQD to 2,414,024 IQD depending on experience

Benefits: Monthly Transport Allowance + End of Year Bonus + Monthly Medical Allowance (*when probation period passed and confirmed on the position*)

Main Assignment:

In charge of organizing and mentoring the teams for the FSL programs in cooperation with the Program Manager.

Main activities:

Assignment / Objective 1: Support the FSL program manager for training

Responsibilities and Tasks:

- *Translate technical documents used for training*
- *Insure oral translation during trainings to the team if needed*
- *Logistically support the implementation of the training*

Assignment / Objective 2: Support the implementation of the FSL activities through logistic and administrative coordination

Responsibilities and Tasks:

- *Coordinate with the ACF logistic and the administrative team for the activities implementation, and respecting internal procedures*
- *Follow up on logistic activities conducted for the project implementation*
- *Insure a good use of the items allocated to the project*
- *Insure time tables and planning are respected for ACF FSL staff; link with administration;*

Assignment / Objective 3: Ensure proper internal follow up of the activities, especially through data entry and report facilitation

Responsibilities and Tasks:

- *Collect reports from the field workers*
- *Insure quality of reporting*
- *Enter data collected in the database and other program tools*
- *Analyse the data provided and report to the FSL Program Manager*
- *Report problems faced by the team and propose solutions*

Assignment /Objective 4: Support on-going assessments in FSL with the close collaboration of the Program Manager

Responsibilities and Tasks:

- *According to needs identified, gaps, ACF opportunities, support the development / translation of appropriate assessment tools*
- *Facilitate the implementation of assessment methods (interviews, focus groups discussions...) in camps and in host community through immediate translation / direct information gathering*
- *Report any information related to the FSL field gathered*

Assignment /Objective 5: Assist in Ensuring Program Communication

Responsibilities and Tasks:

- *Develop communication tools to explain ACF program to stakeholders*
- *Develop tools to facilitate the PFA program implementation for the FSL teams*
- *Assist community mobilization team in communication with communities*
- *Develop key messages to be used by field team and hotline technician*

Assignment / Objective 6: Respond to ACF FSL needs and priorities

Responsibilities and Tasks:

- *According to the needs defined by the FSL program manager, respond and facilitate*
- *Be flexible according to ACF priorities, especially regarding the host community and IDPs needs*

Recruitment criteria:

Qualification/Degree	Bachelor Degree in social sciences or economics
Professional Experience	Minimum 1 year of professional experience in NGO and with project management experience if possible + Team and Administration management
Technical/Specilized Skills	Good knowledge of the local context and humanitarian environment Skills in Project Management and Administration Skills and Training experience Able to develop Relationships with international and local actors Good knowledge and use of Microsoft Office (Excel, Word, PPT)
General Skills	Good understanding of tasks asked, able to prioritize tasks, able to understand and follow operational guidelines and procedures
Managerial Skills (if applicable)	Managerial Skills: Experience in Team Management is an asset Strong commitment for confidentiality , Flexible with working hours, Stress Tolerant, Able to Stick to deadlines, Strong Autonomy, Good Capacity to communicate with people, Good Team Spirit, Good Analytical Capacity, Good Organizational Abilities: Capacity to be articulate and advise
Language Skills	Mandatory: <ul style="list-style-type: none"> - Kurdish fluent and Arabic - Written and spoken English: Good level - Experience in written and oral translations
IT Skills	Proficient with Microsoft office (word, excel, PPT)

HOW TO APPLY: **Closing Date: 30/06/2016**

Qualified candidates must submit a **Presentation Letter and a Resume including 2 professional references in Kurdish or English + a Copy of any certification of relevant and a copy of national ID or Kurdish Residency Card** to: recruitment-su@iq.missions-acf.org, please indicated the job reference number **ACF/KRI/KA/FSL/001**, in the e-mail subject line.

You can also find the Job Vacancy on FORAS' website and apply directly through FORAS' website at: <http://jobs.foras-iq.ta3mal.com/>

Applicants can also submit their application to the reception of ACF Office in Kalar, Dreamland, villa 24 , **in a sealed envelope specifying the job offer title and reference number** (*the Office is closed on Fridays and Saturday*).

Due to the volume of applications we receive, we will only contact short-listed candidates for further screening. For more information please visit our website: <http://www.actioncontrelafaim.org/en>