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**Job Description**

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| **Position:** | Project Manager Assistant |
| **Reports to:** | Project Manager |
| **Location:** | Anbar / A’na |
| **Duration:** | 01 November 2020 – 31 May 2021 |
| **Start date:** | 01 November 2020 |
| **Deadline for Submission** | 22 October 2020 |

1. **Overview**

**Background;**

OROKOM has been operating in Iraq since 2009, to respond to the needs of the most vulnerable people affected by ongoing conflict in Iraq. OROKOM has a country office in Baghdad, and area offices in Wassit, Anbar and Basra. OROKOM national program strategy for 2018-2020 is to empower the communities in all governorates of Iraq and assist the vulnerable and affected groups to re-integrate with the community through focusing on Education, Agriculture, Income Generation, WASH and shelter interventions, Security Sector and Social Cohesion and social assistance. OROKOM’s target population will be new underserved communities and locations, with a focus on IDPs returning to destroyed and disrupted communities unable to reintegrate due to insecurity and responding to short-term displacement as a result of localized conflict and asymmetric attacks.

**Purpose of the Role:**

The purpose of the Project Manager Assistant position is to representative OROKOM in Anbar, A’na district with the stakeholders and implement day to day support functions. Project Manager Assistant will be based in Anbar, A’na district to undertake the implementation of the all steps of project in Anbar, A’na district.

**Responsibilities**

* **Key Responsibilities**
* Participate with the PM in drawing up the action plan and design of activities, including setting the objective, and activity timetable in order to achieve the project results and follow up.
* Help in ensuring the quality of the project through reporting follow up, results and context monitoring, lessons learned and knowledge management, tools development and trainings with the PM and the Team Leaders.
* Ensure the smooth implementation of the project’s activities in close collaboration with the supervision team and member of the field teams.
* Assist the PM, set objectives, specific and general indicators in order to assess and monitor the impact of the project and to reshape them if necessary.
* Ensure the effective collaboration with all partners and key stakeholders of the project and participate in the collect of information for the service mapping corresponding.
* Follow urgent and challenging cases when requested by field staff.
* Share information and problems/challenges with the PM
* Follow up on the needs in terms of awareness and be proactive in the definition of the awareness campaigns
* Participate and/or conduct, awareness sessions focusing on child protection and health promotion, and general protection issues.
* Coordination with other NGO working with the community
* Supervise, follow and report the team’s activities according to the daily / weekly planning.
* Work in close cooperation with the field staff.
* Support the team when issues are faced in the implementation of activities and report it to the project management
* Assist the team to ensure high level of accountability in all activities.
* Organize regular team meetings
* Ensure good relationship with the stakeholders
* Conduct performance evaluation of the staff, and support the staff to set objectives.
* Manage the team, report HR issues and face potential little conflict between individuals and report them to Project Manager.
* Report any security issue to PM and ensure that the team respects all OROKOM security rules.
* Organize regular meetings with the teams regarding the activities of the project
* Handover the bi-weekly report on time to the PM
* Participate in Meetings with the donor and cluster when requested by the Project Manager
* Make sure that logistical, administrative and financial procedures linked to program implementation are followed and alert the PM if gaps are observed in order that corrective action may be taken.
* Coordinate with the Supply Chain and Logistic Manager to prepare the daily workers’ contracts and hand them over at the end of each month to PM.
* Collect weekly the logistic and administrative needs and transmit to the PM
* Other duties as assigned

**Qualifications**

* **Job and person specifications**
* A university degree in Social Science, Political Science, Business Administration, Economics, Management, or Equivalent
* At least 3 years' experience in project management or administrative assistance
* Proficiency in any management software
* Strong written and oral communication skills
* Excellent multitasking skills
* Ability to work under pressure with minimal supervision
* Excellent problem-solving skills
* Detail-oriented and highly organized

**Notes:**

* The post will be for (7) seven months contract duration with possibility of extension- subject to funds and satisfactory performance.
* Duty Station:  Anbar, A’na district, Iraq
* Female candidates are strongly encouraged to apply
* Attach your updated CV in English (recommended length 1-4 pages)
* Only short-listed candidates will be contacted.
* The completed CV should be sent no later than 22 October 2020 and to the following emails

[hr@orokom.org](mailto:hr@orokom.org)

[director@orokom.org](mailto:director@orokom.org)

* This position has been advertised on the following website and social media: [https://orokom.org/](https://orokom.org/project-manager-assistant/) and <https://www.facebook.com/Orokom.iq/>