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**Job Description**

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| **Position:** | Field Monitor |
| **Reports to:** | Project Manager Assistant |
| **Location:** | Babil, Mahawil district |
| **Duration:** | 01 January 2022 – 30 April 2022 |
| **Start date:** | 01 January 2022 |
| **Deadline for Submission** | 22 December 2021 |

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 Field Monitor position is to implement day to day support functions. Field Monitor will be based in Babil, Mahawil district to undertake the Monitoring of the distribution, and coordination with the stakeholders. The candidate should have knowledge and skills using MS Excel, Word and Outlook. Field Monitor will be under direct supervision of Project Manager Assistant.

**Responsibilities**

* **Key Responsibilities**
* Follow up closely on the school feeding activities to ensure the compatibility with WFP and OROKOM’s guidelines.
* Responsible for the daily monitoring of food processing, food transport and food handling activities in the fields.
* Collect and maintain record of all food quality results during project period through observations and direct interviews with stakeholders.
* Carrying out community sensitization in the targeted locations to raise the awareness of local population about the project activities and outcomes.
* Carrying out community sensitization in the targeted locations to raise the awareness of local population about the importance of the hygiene on the children.
* Carrying out community sensitization in the targeted locations to raise the awareness of local population about the child protection.
* Conduct daily site monitoring visits to check progress of project implementation and daily time-sheets in place to record participation.
* Document success stories.
* Track-sheet of completed/not completed delivery of food.
* Ensure adherence to OROKOM policies and standards.
* Providing weekly and monthly analytical reports and recommendations to Project Manager on the basis of complaints and feedback received from target communities.
* 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 one year of experience working in the same field
* Highly preferably previous experience with NGOs
* Managing resources to optimize results
* Computer skills in Word, Outlook and Excel.
* Strong organizational skills.
* Good communication skills and ability to work as part of a team.
* Able to work independently and energetically.

**Notes:**

* The post will be for (4) four months contract duration with possibility of extension- subject to funds and satisfactory performance.
* Duty Station:  Babil, Mahawil district & Baghdad, 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 December 2021 and to the following emails

[ali.salem@orokom.org](mailto:ali.salem@orokom.org)

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

* This position has been advertised on the following website and social media: h <https://orokom.org/> and <https://www.facebook.com/Orokom.iq/>