



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones

CONSULTANCY OPPORTUNITY TERMS OF REFERENCE

Position Title: Outreach Assistant
Location: Midlands and North West England
Classification: UG
Type of Appointment: 3 Months based on 15 hours per week /15.00 GBP per hour.
Desired Start Date: W/C 15th September 2014

Under the overall supervision of the Chief of Mission in the United Kingdom the Outreach Assistant will assist in the outreach activities targeting Iraqi Kurdish community groups in the UK (with a specific focus on the Midlands and North West regions) as part of the UK Magnet Job Placement project.

Duties will include:

- Liaise with and provide information to Iraqi Kurdish community groups in the UK (with a specific focus on the Midlands and North West regions) about the project to raise awareness among potential participants.
- Organize Focus Group Meetings and any other regular information sessions for the Iraqi Kurdish community groups in the UK (with a specific focus on the Midlands and North West regions)
- Promote the web-site for the project and encourage Iraqi Kurdish community members to consult it.
- Support the distribution of outreach materials among the Iraqi Kurdish community.
- Assist in identifying key stakeholders, diaspora/community groups, and conducting key informant interviews to identify barriers to participation, and the best means of outreach.
- Provide regular updates to the Project Coordinator and Chief of Mission concerning progress of outreach activities for the project.

Education and Experience:

The qualified candidate should possess:

- A minimum of 2 years of relevant experience in outreach, working with community groups and organising Focus Group Discussions.

General Qualifications:

- High level of computer literacy.
- Excellent communication skills, including public speaking.
- Willingness to take initiative and establish an outreach network.
- Ability to work under tight timelines.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.
- A thorough knowledge of English and Kurdish, spoken and written, is required.

Application Method:

- Cover Letter.
- Curriculum Vitae.
- A work plan of no more than two pages, outlining how you'll accomplish the above tasks.
- All of the above three documents must be submitted electronically to LondonHumanResources@iom.int.
- Please note that the Post is subject to local recruitment. Only EU citizens or persons holding a valid residence or work permit for EU will be eligible for consideration.
- Only shortlisted candidates will be contacted.
- Deadline for applications is 5th September 2014.