

إقليم كردستان- العراق
مجلس الوزراء
وزارة الداخلية
مركز تنسيق الازمات المشترك
مديرية الادارة والمالية



Ministry of Interior
Joint Crisis Coordination Centre
Directorate of Administration and Finance

ههريمى كوردستان-عيراق
تهنجومهنى وهزيران
وهزارهتى ناوخو
ناوهندى هاوبهشى ههماهنگى قهيرانهكان
بهريوه بهرايهتى كارگيپى و دارابى

JOB VACANCY ANNOUNCEMENT

The KRG Ministry of Interior/ General Directorate of Joint Crisis Coordination Centre (JCC) is seeking a qualified individual to fill the below vacant position.

TITLE:	Study Assistance
LOCATION:	Mainly in Erbil with potential visit to Slemani and Duhok
OPEN TO:	All Interested Local Residents (Resides in Kurdistan or abroad)
APPLICATION DEADLINE:	Wednesday, January 31, 2018 (Midday)
TYPE OF CONTACT:	National Consultant
DURATION OF CONTRACT:	5 Months
PROBATIONARY PERIOD:	1 months

First: Project Description

The JCC was established in September 2014 and officially launched in May 2015. It is established through a decree of KRG presidency of Council Ministers (No.#5719 dated September 2014 and the mandate (No 1, of 2015) approved by the KRG Council of Ministers. The head office is a directorate general level within the Ministry of Interior and headed by a Director General under the direct supervision of H.E. Minister of Interior. The governorate offices are office level within the bureau of their respective Governors. These offices have an administrative line of reporting to the governors and a dotted technical reporting line to the JCC head office. The network of JCC offices are formally mandated to coordinate all matters related to crisis management and response in the Kurdistan Region. The head office focuses on strategic matters while the governorate offices are mandated to coordinate and support operational management and response to crisis.

In May 2017, the KRG Council of Ministers endorsed the JCC's strategic plan for 2017-2020 to lead the KRG in building a full-scale disaster and crisis management system. As a first and principal step towards system building, the strategic plan calls for a comprehensive study in order to develop a system blueprint based on international experiences, guidelines and best practice but tailored to the contextual reality and conditions of the KRI. The JCC and UNDP have therefore agreed to compose a team of national and international experts to carry out the study and develop a blueprint. An important member of this team is a National Study Assistant.

Second: Scope of the Full Study

The Study Assistant will technically and logistically support a team of experts and specialists to carry out a comprehensive study into disaster and crisis management in Kurdistan Region. The study will include four components that are described below. Additional details are available in the Study Concept Note annexed to these ToR. Note that the assistant will not be responsible for carrying out the below study components. **The**



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role of the Assistant is limited to technically, administratively and logistically supporting the team of experts.

Component I: Conduct an international and national disaster/crisis management law and policy review;

Component II: Conduct a disaster and crisis management system analysis including a KRI geopolitical, administrative, cultural and socio-economic context analysis.

Component III: Draft a crisis and disaster management law for the KRI

Component IV: Design an institutional blueprint for crisis and disaster management in the KRI for all levels;

The study will be carried out by a team of 3 experts and with the support of the Assistant under the overall supervision of the Director General of the Joint Crisis Coordination Center (JCC), and in close consultation with the UNDP Crisis Response Specialist. The study team will include; i) an international Disaster and Crisis Management System Expert with multi-country experience who will also be the Team Leader, ii) an international Law and Policy Specialist with experience in crisis and disaster risk management legislation/policy making; iii) a national Law and Governance Specialist with experience of working in/with the public sector and an in-depth knowledge of KRG legal system and experience in law and policy review; and iv) a Study Assistant to support and facilitate the work of the study team.

Third: Scope of Work of the National Study Assistant

The Study Assistant is responsible for providing general administrative and logistical support to the study team for successful and timely completion of the study. The Study Assistant will work from the offices of the JCC and assume the following duties:

- Coordinate with selected stakeholders and organize meetings for the study team;
- Manage and oversee all logistical activities related to the work of the study team;
- Provide translation services to the study team as needed;
- Coordinate and manage all logistical and administrative activities related to organizing seminars, conferences and other similar events;
- Oversee all logistical and administrative needs of the study team and conduct trouble shooting and take timely remedial action to solve problems;
- Assist the international members of the study team in obtaining necessary visa/residency permits;
- Any other tasks and activities to meet the logistical and administrative needs of the team.

Fourth: Salary and Payment Conditions

Salary is negotiable subject to the candidate's qualifications, competencies and skills. Payment will be made on a monthly basis and conditioned to approval by the supervisor.



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Fifth: Duty Station

Erbil with possible travel to other KRI governorates

Sixth: Qualifications of the Successful Candidate

A university degree in a relevant field of study such as logistics and administration with three (3) years of highly relevant work experience in logistics and administration or relevant training with five (5) years of highly relevant work experience.

Work experience:

- Minimum three (3) years of professional experience in administration and logistics;
- Past experience in working with international organizations or experts;
- Past experience in organizing events and conferences;
- Past experience in providing translation and general office services.

Skills:

- Excellent command of Kurdish and advanced English language skills;
- Strong organizational skills;
- Strong verbal and written communication skills;
- Strong interpersonal skills;
- A successful team player.

Competencies

- Fully abide by the policies, laws and regulations of KRG;
- Demonstrates a strong work ethic and professional integrity;
- Is respectful of the mandates and roles of different KRG partners and is able to build and sustain productive and mutually beneficial partnerships;
- Displays gender, religion, ethnic, age and cultural sensitivity and adaptability;
- Consistently approaches work with energy and a positive, constructive attitude;
- Is a team player with strong sense of initiative and responsibility;
- Safeguards and serves the principles of accountability and transparency;
- Is able to navigate and produce results within a complex and challenging environment and under time-pressure.

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Seventh: The Application

Interested professionals are invited to submit their application including:

- CV of the applicant;
- A cover letter

Eighth: Criteria for Selection of the Best Candidate

The best candidate will be selected based on his or her experience, qualifications, skills and competencies as relevant to the job and presented in the below table. Each candidate will be assessed first through a technical review of the CV and cover letter and second an interview.

Technical Criteria Weight:

Technical Evaluation Criteria		Weight	Total Obtainable Marks
Criteria A: Work Experience	Minimum three (3) years of professional experience in administration and logistics. Minimum five years of experience if the candidate does not hold a university degree.	30%	300
	Past experience in working with international organizations or experts.	20%	200
	Past experience in organizing events and conferences.	20%	200
	Past experience in providing translation and general office services.	10%	100
Criteria B: Language	Excellent command of Kurdish and advanced English language skills	10%	100
Criteria C: Education	A university degree in a relevant field of study	10%	100
Total Score		100%	1000



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SELECTION PROCESS

Applications will be initially screened for eligibility in accordance with the qualification criteria above and qualified applicants will be shortlisted. Applicants are encouraged to address each criterion in their application in order to meet the minimum requirements for this position. The shortlisted applicants will be notified and called for an interview. The interview is run in both languages Kurdish and English. Interested applicants for this position should submit their CV to the below Emails:

admin.jcc@moi.gov.krd

jcc.moi@jckrg.org

CONTACT INFORMATION

Questions may be directed to the Directorate of Administration and Finance, Mob: 07511205859.