



arche noVa e.V. - Initiative for People in Need is an independent non-profit and non-governmental organisation (NGO) from Dresden/Germany working primarily in the field of humanitarian aid, rehabilitation and development. Our main focus is on water, sanitation and hygiene (WASH).

arche noVa has been implementing projects for IDPs, host communities and returnees in North Iraq/Kurdistan (Diyala and Kirkuk province) since September 2013. For the implementation of the arche noVa transitional assistance and humanitarian aid in the fields of WASH and livelihoods in northern Iraq, and for the development of further strategic activities we are looking for a

### **Head of Mission Iraq / Country Director (f/m/d)**

The overall responsibilities of the Head of Mission (HoM) include operational and program management, fundraising, human resources management, financial management, communication, coordination, networking and representation of arche noVa e.V. towards relevant authorities and other stakeholders. The HoM is based in Erbil, Iraq, with frequent visits to project sites in Sulaymaniyah, Kirkuk and Diyala governorates.

**Start:** asap

**Contract period:** until 31.05.2024

#### **Responsibilities:**

- General management of the mission and further development of the organizational structure in close coordination with headquarters (HQ)
- Guarantee the correct, efficient and effective use of logistical, financial and human resources
- In close cooperation with the country management team and HQ, support and supervise the Iraq Country office, the field offices, AN staff and the current country program. Oversee and direct:
  - The implementation, monitoring and evaluation of project activities as well as project results including budget monitoring
  - The checking of financial documents, signing and authorizing contracts and payments accordingly
  - The drafting of accurate and timely project-related reports
  - The establishment and updating of work plans, including monitoring and evaluation of the project at all stages
  - The efficient and effective running of all support functions of the mission within the operations department, including finance, administration, HR, procurement and logistics
- Prepare future proposals and identify new funding opportunities together with the Head of Programs and in coordination with HQ; support the team in the development of project ideas together with the Head of Programs
- Provision of regular reports on programmatic, security and contextual matters to HQ
- Where appropriate and feasible, visit to field offices and project sites for monitoring purposes
- Frequently review and update the security plan based on thorough analysis as well as maintain the overall security of the mission and all its staff



- Support the development and introduction of guidelines, templates and processes/SOPs for direct implementation, including (in close collaboration with the HQ Security Focal Point) safety and security, PSEA and complaint mechanisms
- Be involved in the local recruitment process in close coordination with the Heads of departments in Iraq and the hiring of international staff in collaboration with HQ
- Regularly evaluate performance of AN employees in coordination with the direct line management
- Fostering a positive and accountable work environment, as well as empowering and encouraging staff to take initiative
- Represent AN at all levels and ensure active participation and coordination of AN with relevant Government Departments, other INGOs, NGOs, IOs, relevant UN clusters, donors
- Review and further develop AN's country strategy to ensure its relevance and appropriateness in close coordination with HQ
- Contribute to the AN regional planning process for the Middle East region
- Close and proactive coordination with AN Head of Mission for North East Syria Office based in Erbil in terms of national reporting and creating synergies between the structures
- Coordinate AN visibility and PR activities for North Iraq in coordination with HQ

#### **Requirements:**

- A College or University degree in Humanitarian/Development Studies, Economics, International Relations, Engineering or related
- Minimum of 7 years demonstrated experience in international emergency and development project management (> 5 years in a leading position), including security management responsibilities in insecure / volatile environments
- Fluency in English (written and oral)
- Demonstrated experience in program and human resource management
- Solid analytical and problem-solving skills
- Excellent communication and networking capacities
- Ability to represent AN in formal settings
- Ability to effectively lead an intercultural team
- Ability to work on establishing new organisational structures and procedures
- Flexibility, ability to work under stress and capacity to meet tight deadlines

#### **Nice to have:**

- Experience in WASH, basic infrastructure, livelihoods and/or rural development with a focus on community engagement, local capacity building and sustainability
- Knowledge of German, Arabic and/or Kurdish is of advantage
- Awareness of the Iraq humanitarian, development, security and political context
- Work experience in the MENA context
- Knowledge of relevant donors with regards to funding and operation mechanisms especially on a country level (like BMZ, ECHO, UN OCHA CBPF, UNDP, DFID, UNICEF)
- Knowledge especially in implementing emergency relief , transitional aid and/or development cooperation projects



**We offer:**

- Competitive salary according to internal salary scale
- International health and hazard insurance
- 2.5 days leave per month (30 days per year)
- Housing Allowance for individual living (or shared guesthouse if available – no further grant of housing allowance)

**Please note** that this is a non-family duty station. arche noVa takes staff care seriously. That is why a complete COVID 19 vaccination is essential for all our Expats.

Deadline for application: 14.08.2022 or as long as published

Please send CV, references and cover letter in **one pdf document** to Ms Susann Richter: [bewerbung@arche-nova.org](mailto:bewerbung@arche-nova.org). Please describe your motivation working for arche noVa and as Head of Mission Iraq and please tell us your salary expectations.

Subject: HoM Iraq

Further information: [www.arche-nova.org](http://www.arche-nova.org)