



Project Reporting Manager, Erbil, Kurdistan Region of Iraq

JOB DESCRIPTION

Position: Project Reporting Manager
Job Location: Erbil, Kurdistan Region of Iraq
Employment Term: Regular
Employment Type: Full Time
Starting salary: Commensurate with experience
Preferred Education: BA or higher
Required Experience: 5 to 7+ years
Related Categories: Management, Oversight, Organizing, Program Development
Application deadline: November 23, 2018

ABOUT EPIC

The **Education for Peace in Iraq Center (EPIC)** works directly with civil society leaders in Iraq to provide relief to vulnerable populations, monitor the crisis to better inform public policy, and enhance understanding of Iraq's story. EPIC was founded in 1998 by U.S. Army veterans and humanitarian advocates, who believe that a human security approach can make Iraq safe and prosperous again.

POSITION SUMMARY

EPIC seeks a dynamic, qualified, and highly motivated individual to fill the full-time position of **Project Reporting Manager**, working at EPIC's field office in Erbil in the Kurdistan Region of Iraq.

Strong applicants will demonstrate a proven ability in both program development and network management. This position requires: excellent written and verbal communication skills in English and Arabic; strong interpersonal skills; proven tactics and strategies for organizing and implementing special projects; ability to multi-task while maintaining attention to detail; and an entrepreneurial approach to managing networks, field research, reporting systems, and organizational partnerships in a complex environment.

The Project Reporting Manager reports to the Iraq-based Project Director and supervises three research network partners.

RESPONSIBILITIES

Research, Monitoring and Communications

- Work with partner organizations to train and develop a community-based reporting system for risks and human rights violations, based on participatory mapping
- Train a network of volunteers on a community-based reporting system to identify and map security risks
- Facilitate/support facilitation of capacity building sessions with actors on early warning/early response

- Provide technical support to community observers and focal points with mandate for early warning monitoring and reporting
- Organize regular meetings with network leaders and local response networks
- Conduct ongoing mapping of security threats, discrimination, harassment and other security concerns with affected communities based on information from community volunteers
- Identify and evaluate reliable sources of information related to ERW in three local areas of research
- Produce real time, weekly, monthly and thematic early warning reports/analysis to be shared with EPIC, its partner organizations and other key stakeholders
- Contribute to a regionally-specific version of the Iraq Security Humanitarian Monitor and ensure dissemination
- Work with primary partner to utilize participatory mapping to identify security threats and risks for safety assessment as a reporting and rapid response mechanism
- Review results of participatory mapping on a weekly basis in order to identify and carry out actions to address security threats
- Develop community safety and response systems
- Promote content using available outlets, like social media and community radio
- Develop and disseminate culturally appropriate media content and public service announcements (PSAs)
- Document key success stories from early warning reports, incidents and/or responses
- Contribute to preparation of required project reports
- Work with other program staff in development, continuous learning and improvement of early warning systems

Overall Duties

- Remain dedicated to EPIC's mission: making Iraq safe and prosperous again through programming, advocacy, and education
- Work zealously to implement EPIC's strategic goals and objectives and enhance its reputation and brand
- Contribute to a positive work environment with all colleagues
- Take initiative that adds value to the organization
- Accomplish other tasks and duties as they are assigned with attention to detail and thoughtful ability

REQUIRED SKILLS AND QUALIFICATIONS

We are looking for candidates with the ability to effectively fill and grow this role. We expect that qualified candidates will have:

- A bachelor's degree in public affairs, communications, political or social science, international relations, nonprofit management, or a closely related field
- Demonstrated interest in and familiarity with the Middle East and North Africa (MENA) region, especially Iraq and Iraqi Kurdistan
- A minimum of two years of experience working directly with local communities affected by human rights violations, particularly displaced persons
- Understanding of research on patronage networks and militias is a plus
- Understanding of complex relations among majority and minority religious, ethnic and political communities is a plus

- Strategic thinker and proactive problem-solver with a strong work ethic and sense of responsibility
- Strong interpersonal skills in order to work collaboratively within EPIC and to develop external relationships with a diverse range of stakeholders
- Excellent communication skills and writing skills in English and Arabic, with Kurdish a strong plus
- Comfort working with senior staff and Board Members when needed
- Experience with social media platforms, including Facebook, Twitter and Instagram
- Ability to develop culturally competent and strategic content
- Experience with physical and digital security protocols
- Proficiency with Microsoft Office
- Ability to work well under pressure and to prioritize multiple tasks with limited instruction
- A sense of humor is a plus

HOW TO APPLY

Submit a CV, cover letter, list of three references, and writing sample in English of no more than five pages to careers@epic-usa.org. Please include the position title in the subject line.

Salary will depend on candidate's qualifications, and will be commensurate with experience and education. Applications will be considered until the position is filled. No phone calls accepted.

EPIC is an equal-opportunity employer.

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