



## **Peace Winds America Country Representative for Iraq**

Peace Winds is hiring a country representative to provide the strategic vision and leadership for its Iraq country program and ensure professional management of our key funding sources. The CR is responsible for ensuring the design and delivery of quality programs, donor and government relations, fundraising and budget management, security and operations management, and developing a motivated and professional team. This includes our core work managing and implementing a project in 7 refugee camps in the governorates of Erbil and Duhok in the Kurdistan Region of Iraq (KRI). This core project is funded by the US State Department Bureau for Population, Refugees and Migration (PRM) through September 2024 and is focused on livelihood activities, vocational training, and inclusion of persons with disabilities. A continuation award is pending for an additional two years in the same sectors. The country representative will also be expected to work with HQ staff and others in developing new projects to meet the needs of vulnerable people in the country.

The country representative will be employed by Peace Winds America (PWA) but will be seconded to Peace Winds Japan (PWJ) and will formally report to the PWJ Regional Director. S/he will coordinate closely with PWA on the management of the PRM project and other US-funded initiatives. The position will be based in Erbil with frequent travel to Duhok, and there will be a three-month probationary period. This is a full-time position, and successful candidates will not simultaneously hold posts with other organizations that present a conflict of interest.

**Duration & Start Date:** Immediately, through October 15, 2024, with anticipated extensions dependent upon donor funding

**Salary & Benefits:** Competitive

### **Duties & Responsibilities:**

1. Work closely with the Peace Winds alliance to develop strategic direction and plan for the country program.
2. Provide oversight and overall responsibility for all operations, M&E, report generation, learning and dissemination activities, and related tasks.
3. Develop and oversee work plans and budgets, adapting them to ensure that project teams achieve contracted outputs and results.
4. Serve as a bridge between staff in Iraq and US-based PWA, as well as being a liaison with PWJ staff in Tokyo.
5. Work with PWA and PWJ staff to develop innovative new project plans that meet the needs of refugees, IDPs, and other vulnerable populations in KRI, and help in drafting grant proposals to obtain new funding for these initiatives.
6. Serve as Chief of Party for PRM funding, ensuring that the program meets its objectives and is effectively managed on time and on budget and within the regulations of the donor.
7. Effectively manage the relationship with PRM in KRI, and track additional opportunities with PRM and other US Government humanitarian sources.

8. Supervise and support local staff in planning, implementing, monitoring, and reporting as well as other activities relevant to project implementation. This includes initiating and supervising surveys and focus groups discussions to gain feedback on project implementation and needs.
9. Develop, negotiate and manage sub-contract and supplier agreements. Identify issues and risks related to contract management in a timely manner with regular updates to PWA and PWJ HQ teams.
10. Work with country senior management team to ensure the development, implementation and monitoring of financial and operational policies and procedures to ensure constant compliance with Peace Winds and donor policies.
11. Meet regularly with stakeholders, donor, camp management, and partners to collect and communicate donor requirements, set expectations for the assigned activities, ensure that project activities are effectively meeting the actual needs of beneficiaries, and identify new needs and gaps that should be addressed.
12. Represent Peace Winds in meetings with donors, government and community leaders, NGO partners, and other stakeholders, and advance coordination among them.
13. Coordinate with UNHCR, NGOs and local authorities building relationships and working closely with camp representatives to attain authorizations and to obtain feedback on project implementation.
14. Thrive in cross-cultural environments, bridging both Iraqi and American work cultures in their daily work, while coordinating closely with Japanese colleagues.

#### **Qualifications & Skills:**

- An advanced university degree in humanitarian response, international development, management, or relevant subject area, or equivalent of at least 8 years of managerial experience is required.
- Minimum of 8 years of demonstrated international development and/or humanitarian response project management experience in developing countries is required.
- Experience in the Middle East is required, and a keen understanding of political complexities in the region is crucial.
- Demonstrated ability to produce and edit reports and technical documents is necessary. Ability to convey data and findings in a concise, accessible, and visually compelling manner is also critical.
- Extensive program development and fund-raising experience, prior experience with US and international donors
- Demonstrated ability to assemble and to manage a highly skilled, interdisciplinary team is required. Excellent interpersonal skills and capacity to be an active listener are critical.
- Fluency in spoken and written English is required. Regional colloquial Kurdish, Arabic or modern standard Arabic ability is desirable but not required.
- Competence in building organizational capacity in M&E, dissemination, and learning is required.
- Experience working with a diverse group of stakeholders, including donor/development organizations, government officials, civil society leaders, community leaders and project beneficiaries is required.
- Experience living and working in challenging, stressful and potentially conflict environments is desired.

- Experience with USG projects is required. Experience working on DOS/USAID projects in Iraq is highly desired.

**How to Apply:** Interested individuals should send their CV and a cover letter to:

[info@peacewindsamerica.org](mailto:info@peacewindsamerica.org)

Please reference the position in the subject line. References will be requested at a later stage. Questions concerning this position can also be directed to this address.

**Deadline:** Applications received before 4 March 2024 will be given higher priority.

**Peace Winds Background:**

Peace Winds operates as a trans-Pacific Alliance between Peace Winds organizations in Japan, Korea, and the United States. Peace Winds America (PWA) is a 501(c)(3) non-profit organization based in Washington, DC, and Peace Winds Japan (PWJ) is a Japanese nonprofit organization with offices in Hiroshima and Tokyo. Founded in 1996, Peace Winds is active in nearly 40 countries in Africa, the Middle East, and Asia, where it collaborates with governments, businesses, UN agencies, and civil society to save lives, provide relief and advance recovery in communities impacted by crisis.

Peace Winds Japan (PWJ) initiated humanitarian programs in Kurdistan Region of Iraq in 1996 and Peace Winds has remained continuously active in Iraq with funding from the United Nations, Japan's Ministry of Foreign Affairs and other sources. In 2018, PWA was awarded significant funding from the US Department of State's Bureau for Population, Refugees and Migration (PRM). This bi-annual funding has been renewed twice and is currently pending renewal. The current award goes through September 2024 and current and future activities will be focused on livelihoods and vocational training and the inclusion of persons with disabilities. Peace Winds operates under PWJ's registration, though the PRM grant is managed by PWA and the country representative is formally employed by PWA.