

Terms of Reference

Advocacy Coordinator

The NGO Coordination Committee for Iraq (NCCI) is a member-led NGO coordination platform of currently 120 international and local NGO Members and 7 Observers. Founded in Baghdad in April 2003 by a group of international NGOs looking to establish a neutral, independent space for NGOs to coordinate humanitarian activities in Iraq, membership was opened for local NGOs in 2005. Throughout the years, NCCI mission, structure and objectives continuously evolved to adapt to the changing circumstances in Iraq.

As the main NGO coordination body in Iraq NCCI has three strategic objectives: coordination and information sharing, advocacy, and support services and capacity building for NGOs. NCCI has two main offices in Iraq (Erbil and Baghdad), sub-offices in Basrah and Geneva (Switzerland) and short-term offices in Mosul district.

General Duties and Responsibilities

A strong NGO voice and influence in Iraq is essential given the dynamic conflict and stabilization, reconciliation and development context, post large-scale military operations targeting the Islamic State in Iraq and the Levant (ISIL). As such, one of the key strategic objectives for NCCI is to create the enabling environment for NGOs to advocate for the rights and needs of people in Iraq, as well as issues related to operational space. In November 2014, the Advocacy Working Group (AWG) was created under NCCI as a platform to support delivery of this objective.

The Advocacy Coordinator enables collective NGO advocacy by fostering strategic and timely communication of information and analysis related to the context, protection and operational issues; facilitating policy and context discussions amongst the broader membership; producing discussion points and briefs to underpin regular advocacy by NGOs with key stakeholders, including the Iraqi central and Kurdish regional governments, UN and donors; and chairs and supports the AWG alongside an NGO member co-chair.

Basic Information

Type of job: Mid-/senior- level policy/advocacy/coordination

Duty station: Erbil, with regular travel to Baghdad and field locations. (Unaccompanied position)

Work schedule: Full-time, with R&R

Start date: As soon as possible

Specific Duties and Responsibilities

Policy & Advocacy

- Stay up-to-date on humanitarian, conflict, political, social and security issues relevant to Iraq and the wider regional context, as it appropriate;

- Collect, analyze and disseminate relevant information on political, social, conflict and other contextual developments in, and related to, Iraq, to members and observers, with the
- Enable effective and consistent communication and engagement with key stakeholders, including local authorities, embassies and donors, UN and other key groups through timely production of discussion points and briefs (for NGO collective advocacy);
- Establish effective linkages with national advocacy and civil society platforms according to NCCI member priorities;
- Liaise with external advocacy partners, such as NGO forums in the region, Interaction and ICVA, as well as in joint NGO advocacy efforts in Capitols, as appropriate;

Advocacy Working Group

- Chair and strengthen the AWG, ensuring an effective working group and timely production of quality advocacy and influencing materials/products;
- Develop and maintain an AWG work plan;
- Enable effective coordination between active AWG participants and full NCCI membership on policy and advocacy actions;
- Maintain Advocacy Working Group online space as a resource for NCCI members and observers;
- Ensuring tactical and effective engagement from policy and advocacy staff and counterparts in country;
- Encourage new engagement, particularly from NNGOs and CSOs;

Minimum Qualifications, Knowledge and Experience

- Advanced University degree in a relevant field;
- At least 3 years of relevant work experience in policy, advocacy and communications, as well as coordination and leading working groups is required;
- At least 2 years of experience in a conflict or post-conflict setting is required;
- Familiarity with humanitarian principles and response architecture (such as UN-led coordination mechanisms) is required; familiarity with post-conflict and reconciliation mechanisms is preferred;
- Strong communications, inter-personal, facilitation and coordination skills are required;
- Fluency in English, both written and verbal, and strong writing and editing skills are required; knowledge of Arabic is preferred;
- Knowledge of Iraq context and/or previous experience working in Iraq and the Middle East is highly preferred;

To Apply:

Qualified Candidates should submit a cover letter and CV in English to: recruitment@ncciraq.org. Please include "Advocacy Coordinator" in the subject line of the email.

This position will be opened until we appoint a candidate.