

## HAMAP-HUMANITAIRE IS HIRING

### Liaison and Project Coordinator

Iraq local hire

<b>Position title :</b>	Liaison and Project Coordinator
<b>Duty station:</b>	Iraq, initially Baghdad with possible extension in Dhi Qar
<b>Contract duration:</b>	8 months, extendable to 17 months with relocation in Dhi Qar
<b>Working hours:</b>	Full-time, 5 days a week, 8 hours a day (40 hours weekly)
<b>Application:</b>	Via the form at: <a href="https://bit.ly/HHIQLPC">https://bit.ly/HHIQLPC</a>

#### **HAMAP-Humanitaire** <https://hamap-humanitaire.org>

Halte aux Mines AntiPersonnel (HAMAP)-Humanitaire is a French NGO, established in 1999 in order to contribute to the struggle against mines and the risks it presents to civilian population. HAMAP-Humanitaire is active in 13 countries and pursues a mission of support to local partners from the need assessment, through project conception and to its sustainable implementation. HAMAP-Humanitaire diversified its field of activity, to encompass two sectors: Engineering (WASH, construction, energy) and Mine Action.

#### **HAMAP-Humanitaire in Iraq**

HAMAP-Humanitaire has been supporting local partners in Iraq since 2017, through programs that have included IEDD trainings to national authorities, and support to local NGO activities such as EORE campaigns in under closure IDPs camps in Ninewa and Dohuk, EORE, NTS and improvised landmine clearance in Sinjar (Safer Sinjar Program).

#### **MIRATH project**

HAMAP-Humanitaire is launching the “Mesopotamia’s Initiative for Rehabilitating Archaeological Tourism and Heritage” (MIRATH). The project addresses explosive ordnance contamination affecting cultural heritage sites in Dhi Qar, while supporting their preservation and rehabilitation. Implemented with Iraqi national authorities and provincial stakeholders, MIRATH combines mine action, heritage protection, and community recovery to foster safe tourism, strengthen national capacities, and promote sustainable socio-economic development. The project includes:

- Supporting survey and clearance of explosive ordnance affecting archaeological sites and surrounding lands, through the Iraqi Civil Defense’s EOD units, by providing equipment, training and logistical support.
- Facilitating the safe clearance of cultural sites in a manner preserving the heritage, in coordination with national authorities and archeologists.
- Strengthening local and national capacities through cooperation with relevant ministries and the Directorate of Mine Action.
- Capitalizing on previous experience and this project to contribute to the development of the heritage sensitive clearance operations.
- Contributing to socio-economic recovery and tourism development in areas affected by past-conflicts and legacy contamination.

The project will require a range of administrative approvals, agreements and coordination, with key ministries at the central level in Baghdad and at the provincial level in Dhi Qar.

### Requirements and job status

Minimum education: Bachelor or equivalent experience

Minimum experience: 5 years

Required travel: Yes

No of jobs: 1

Published date: 14th September 2025

Deadline date: 21st September 2025

Start date: **ASAP**

### Description

The **Liaison and Project Coordinator** will play a key role in the successful start-up and implementation of the MIRATH project. During the first phase (8 months), based in **Baghdad** with trips, the Coordinator will act as a focal point with national authorities and institutions, supporting HAMAP-Humanitaire's senior management in securing the required approvals, clearances, and agreements. This includes contributing to stakeholder mapping and analysis, preparing meeting notes, and ensuring all engagement with authorities follows internal guidance and pre-agreed negotiation lines.

In the second phase, the position may be extended and relocated to **Dhi Qar** with trips, where the **Liaison and Project Coordinator** will oversee day-to-day field coordination. Responsibilities in this phase will include liaising with provincial authorities and partners, managing logistical arrangements, and supporting project monitoring and reporting in close cooperation with HAMAP-Humanitaire's technical team and Admin-Finance Assistant.

Overall, the position requires adaptability, diplomacy, and strong communication skills, with the ability to bridge administrative, political, and operational dimensions of a complex, multi-stakeholder project.

#### Hierarchical and organizational links:

Reports to: **HAMAP-Humanitaire Iraq Program Coordinator**

Coordinates with: **National and local authorities, Legal advisors (external) and Technical Advisory Team (internal)**

### Main responsibilities and duties

#### 1) Stakeholder liaison and representation:

- Act as the primary **local focal point** for engagement with national and provincial authorities, ensuring HAMAP-Humanitaire maintains a continuous and credible presence in Baghdad and Dhi Qar.
- Support HAMAP-Humanitaire senior management in preparing and conducting engagement with key ministries, directorates, and specialized agencies.
- Contribute to **stakeholders' mapping and analysis**, documenting interest in MIRATH project, needs, influence, and sensitivities, to inform organizational strategy.
- Ensure that **all contacts with national authorities are framed by internal guidance**, including pre-agreed talking points, documentation of discussions, and systematic reporting.
- Facilitate coordination with legal advisors and relevant ministries to support the preparation and follow-up of required approvals, clearances, and agreements.
- Represent HAMAP-Humanitaire in meetings, workshops, and official forums **within the limits of delegated authority**, ensuring professional and culturally sensitive communication.
- Maintain accurate **minutes of meetings** and ensure timely follow-up on agreed actions, providing structured feedback to HAMAP-Humanitaire management.

2) **Project Coordination and Planning:**

- Ensure **effective planning, start-up, and implementation of project activities** in line with donor commitments and internal work plans.
- Ensure coordination between **Baghdad-level authorities, Dhi Qar-based stakeholders, and HAMAP-Humanitaire's management team.**
- Contribute to the development and updating of **project implementation plans, risk analyses, and contingency measures.**
- Contribute to the implementation of the **project communication plan**, coordinating with the regional and headquarters-based communication unit.

3) **Operational and Logistical Support:**

- Implement **logistical arrangements** related to project implementation, including local **procurements.**
- Coordinate with the **Admin-Finance Assistant** to ensure timely and compliant support to project operations.
- Identify and resolve operational bottlenecks in collaboration with relevant stakeholders.

4) **Monitoring, Reporting and Documentation:**

- Collect, consolidate, and validate **information and documentation** from partners, stakeholders, and technical advisory team for reporting purposes.
- Report **monthly narrative and quantitative evolution of the project** based on HAMAP-Humanitaire internal MEAL tool, in coordination with partners and technical advisory team.
- **Contribute to donors' reports**, providing field insights and coordinating partners' contribution.
- Ensure all external reports and communications are reviewed and validated by HAMAP-Humanitaire senior management before submission to third parties.
- Document lessons learned, challenges, and best practices to inform future programming.

5) **Facilitate technical meetings, capitalization and knowledge sharing:**

- Facilitate meetings between **HAMAP-Humanitaire's technical advisory team and partners technical personnel**, including by providing Arabic – English translation where necessary
- Support capitalization of experience through **organization of workshops and reviewing documents**, including by providing Arabic – English translation where necessary.
- **Promote inclusive approaches** ensuring local ownership, sustainability, and community benefit.
- Contribute to **development of new projects** by spearheading proposals based on MIRATH experience, stakeholders and community feedback; as well as identifying potential local synergies and gaps to cover.

## Required competencies and qualifications

### Behavioral

- Demonstrates diplomacy, discretion, and cultural sensitivity when engaging with high-level authorities and local stakeholders.
- Takes responsibility and manages constructive criticism.
- Works effectively with HAMAP staff, partners, authorities, and other project stakeholders.
- Promotes continuous learning; communicates clearly and concisely.
- Anticipates risks, plans work effectively, and sets achievable goals within area of responsibility.
- Contributes to a collegial team environment and supports capacity-building of partners.
- Creates a respectful office environment free of harassment and retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA).
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation.

### Technical

- Strong understanding of Iraqi governmental structures, administrative procedures, and decision-making processes at central and governorate level.
- Experience in stakeholder analysis, management of stakeholder engagement, and structured reporting.
- Familiarity with project cycle management, including planning, implementation, monitoring, and reporting.
- Knowledge of logistics and operational support in a humanitarian or development context.
- Strong drafting and reporting skills in Arabic and English; ability to produce clear meeting minutes and structured project documentation.
- Ability to translate technical discussions between Arabic and English when required (oral and written).
- Knowledge of mine action, cultural heritage, or stabilization programming is highly desirable.

### Education

- Bachelor's degree in Political Science, International Relations, Public Administration, Development Studies, or another relevant field.

### Experience

- Minimum 5 years' professional experience in humanitarian, development, or public administration roles.
- Proven experience liaising with Iraqi ministries, directorates, or central authorities.
- Experience in project coordination or implementation support, preferably in multi-stakeholder or sensitive political contexts.
- Experience working in Dhi Qar or with southern Iraq communities is mandatory.
- Previous exposure to mine action, cultural heritage, or stabilization projects is an asset.

### Languages

- Fluency in Arabic and English (oral and written).
- Knowledge of French is an asset.

### Rules of conduct

While working for HAMAP-Humanitaire, completing the entrusted tasks, or presenting his/herself as working for the NGO, the following is expected by the future employee:

- Systematically reporting to in-line manager his/her activities and seeking approval before undertaking any unplanned activity.
- Acting in a proper way, according to HAMAP-Humanitaire values, with all actors: this excludes any discrimination on basis of nationality, ethnicity, religion, class, gender, sexual orientation or political affiliation.
- Respecting the various local habits and customs, as well as the country's laws and rules, in order to preserve HAMAP-Humanitaire respectability.
- Respecting strict confidentiality regarding HAMAP-Humanitaire documents, projects (ongoing and future), prospects of development, stakeholders and providers, unless instructed differently by the Country Director.
- Avoiding any use of the job position in HAMAP-Humanitaire for personal purposes.

### To apply

If your profile fits what we are looking for, please send us your application. To do so, prepare a **resume** and apply using this link: <https://bit.ly/HHIQLPC>

Or scan:

