



CONSULTANCY ADVERTISEMENT

START-UP OFFICER (CCN)

Full-time for up to 2 months (45 days), Erbil.

October 2022



Introducing Integrity

Integrity is an ethical consultancy and service provider working in challenging and complex environments around the globe.

We help our clients succeed in fragile and challenging environments while building trust and understanding as the basis for transformative change. We work across all phases of the programme and project cycle, delivering eleven complementary services: monitoring, evaluation and learning / data and knowledge management / research, evidence and analysis / advisory / project management / communications / risk management / technical assistance / capability and capacity development / stakeholder engagement / grant and fund management. Our services are underpinned by the principles on which we were founded, a commitment to providing reliable information and evidence, and expert and high-quality delivery.

Headquartered in London and Washington DC, Integrity also has offices in Jordan, Kenya, and Pakistan. Our multi-national team of over 60 deliver multi-year projects, programmes and consulting assignments to a wide range of government clients, international organisations, foundations and private sector clients.

Vision: Integrity sets the international standard for ethically delivered, expert services in complex and challenging contexts. Our work helps create stability, accountability and prosperity.

Mission: Based on evidence and learning, we help clients and communities to build trust and understanding as the basis for transformative change. We do not advocate: we listen, comprehend and recommend.

Commitment: Integrity upholds the highest ethical standards in our service delivery, our employment of staff and our interaction with people. Through adherence to our core values, we ensure not only that our clients receive the best possible service but that we benefit the individuals and communities amongst whom we work.

Further information about Integrity can be found at www.integrityglobal.com.

Scope of Work

Integrity is seeking a Start-up Officer to support on a range of administrative and operational tasks necessary for the rapid mobilization of a newly awarded project to be implemented in Erbil. The Start-up Officer will report to an internationally hired Start-up Specialist (STTA), with support and guidance from Home Office (HO) personnel. This is a short-term, cooperating country national (CCN) position.

Terms of Reference

The Start-up Officer will be responsible for the following:

- Support all tasks related to in country business registration in consultation with the company's contracted local lawyer and the Senior Operations Manager (HO).
- Support the identification of suitable office premises as well as temporary and long-term quarters/residence for international staff.

- Support the negotiation of lease agreements, service agreements, and contracts; act as translator/interlocutor for the Start-up Specialist (STTA).
- Identify vendors and suppliers for office equipment, furniture, supplies and vehicles and work with Integrity HO teams in procuring and contracting goods and services.
- Support in opening local company bank account(s).
- Support identification of local private healthcare insurance provider for CCN project staff.
- Support in identification of internet and other utilities suppliers.
- Support in the development and roll out of project Finance, Procurement and HR systems.
- Facilitate easy transportation for the Start-up Specialist (STTA) within Erbil.
- Any other responsibility relating to project start-up, as directed by the Start-up Specialist (STTA), Senior Operations Manager, and Project Management Unit (PMU).

Your Experience and Expertise

- Experience in supporting start up activities for international organisations.
- Experience in conducting office procurement within Erbil, and knowledge of local reputable vendors and suppliers.
- Understanding of the local socio economic and cultural context preferred.
- Experience of working with international staff, including translation.

Competencies

The candidate will be able to:

- Have a valid driver's licence.
- Work effectively and efficiently to facilitate rapid mobilization of the project.
- Communicate effectively with relevant Integrity counterparts both verbally and in written form.
- Maintain organised records and track and report progress on tasks regularly; strong administration skills and a capacity for multitasking.
- Represent Integrity in a manner in line with our company ethics and values.

Languages:

- Written and oral fluency in English, with the ability to write clear and compelling narrative.
- Fluency in spoken Kurdish (Kurmanji/Sorani) is required. Spoken Arabic is preferred.

How to Apply

If you are interested in applying for this position, please complete the application form at www.integrityglobal.com/apply and attach a CV and Cover Letter at the bottom of your application.

The closing date for applications is **23rd October 2022**. However, we will review candidates on a rolling basis and the vacancy may be filled before this deadline. **We encourage early applications.** Please be advised that only shortlisted applicants will be contacted.

Candidates must have the right to work in the Erbil.

Integrity is an equal opportunities employer. And positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We will respect your confidentiality and abide by data protection laws.