

Terms of Reference (ToR)
Project Manager
Wednesday – January 7th, 2026

About Iraqi Al-Amal Association

Iraqi Al-Amal Association is a non-governmental, developmental, non-partisan, and non-profit organization founded in 1992 amid the devastating conditions that prevailed in the aftermath of the Second Gulf War. It was established with the aim of assisting in alleviating the suffering of the Iraqi people and contributing to building a just and democratic society in Iraq. The Association began its work in the Kurdistan Region, and in May 2003, Al-Amal opened its main office in Baghdad, expanding its activities and services across all parts of Iraq.

Currently, Al-Amal works on human rights, including advocacy on issues related to freedoms and fundamental rights, support for human rights defenders, women's rights, and peacebuilding efforts. This includes peace studies, dialogue, community participation, and reconciliation initiatives.

Al-Amal aims to encourage a vibrant civil society that actively contributes to policymaking and implementation to achieve social justice, through participation in capacity-building and raising social awareness to ensure peace, human rights, and sustainable development in Iraq. The organization is committed to promoting a spirit of volunteerism among citizens to engage with civil society organizations in line with the principles of citizenship and equality, implementing its projects and services without any form of discrimination. At the same time, it works to reinforce these principles as foundations for rebuilding the new Iraqi state.

Al-Amal adheres to the principles of credibility and transparency in its activities, external relations, and internal operations. It also adopts the principles of accountability and responsibility, striving to promote their application both at the level of state institutions and within other civil society organizations.

About the project to be managed

The project aims to strengthen child protection systems in Iraq by enhancing the capacity of social workers, improving the operational performance of Childhood Care Units (CCUs) under the Ministry of Labour and Social Affairs (MoLSA), and supporting national child protection policy and legislative reforms. The intervention is implemented across ten governorates: Al-Anbar, Al-Basrah, Al-Muthanna, Al-Najaf, Al-Qadissiya, Babil, Baghdad, Kerbala, Kirkuk, and Ninewa, and focuses on government-led, sustainable, and child-centred protection mechanisms in partnership with UNICEF.

To ensure effective implementation, coordination, and accountability, a dedicated Project Manager will oversee day-to-day management, stakeholder engagement, quality assurance, and reporting.

Reporting

The Project Manager will report to the **Executive Director at Al-Amal** and the **UNICEF Child Protection focal points** and MoLSA counterparts if needed.

Contract, Duration & Location

- Full-time contract.
- Duration: 12 months, with no possibility of extension.
- Location: Baghdad at Al-Amal office, with regular travel to targeted governorates.

Scope of Work & Key Responsibilities

- Lead overall project implementation and coordination to ensure timely delivery of outputs in line with the approved workplan and budget.
- Supervise and guide the project team, assign tasks, monitor performance, and foster effective teamwork across field locations.
- Serve as the primary coordination focal point with UNICEF Child Protection Focal Points and MoLSA, ensuring alignment with national priorities and donor requirements.
- Oversee activity scheduling, risk management, and adaptive implementation to address emerging challenges.
- Ensure quality assurance across all project components, including capacity strengthening, CCU support, and policy-related activities.
- Coordinate reporting, documentation, and compliance with UNICEF.
- Monitor budget utilization and support financial and procurement processes in coordination with the financial and administrative teams.

Experience and Qualifications

Interested candidates for this position must have:

- Bachelor's degree (degree relevant to management preferred).
- Proven previous experience **in projects lead and management**. (preferred to have previous experience in child protection and UNICEF projects).
- Proven previous experience **in team leadership offline and online**.
- Proven experience in preparing **high-quality narrative and technical reports**.
- Strong coordination, leadership, and communication skills.
- Good understanding of results-based management and M&E.
- **Ability to manage budgets, timelines, and risks effectively**.
- High level of integrity and adherence to safeguarding principles, where Al-Amal applies a strict zero-tolerance policy toward sexual exploitation and abuse.
- Excellent written communication skills in **English**; working proficiency in **Arabic** is required for coordination and internal documentation.
- The candidate **must not** be employed in any other position in the public or private sector and must not be enrolled in the social security system, as the contract is full-time.
- Based in **Baghdad** with the ability to travel to other governorates whenever needed.
- Ability to work under pressure and online **with the coordinators in other governorates**.

Manners of Submission

- Interested candidates are invited to submit the following documents:
 - **Updated Curriculum Vitae (CV)** highlighting relevant experience
 - **Two professional references** (contact details and positions)
- Applications should be submitted by email to jobs@iraqi-alalam.org with the subject line: **“Project Manager – Child Protection System Strengthening”**
- **Deadline for submission:** Applications must be received no later than **14/01/2026**. Late submissions will not be considered.