



IOM International Organization for Migration

Open to Internal and External Candidates

Position Title : **Head of Sub-Office**
Duty Station : **Baghdad Sub-Office**
Classification : **National Officer Category, NOA**
Type of Appointment : **Special Short Term contract (SST)**
Duration of Appointment: **Six (6) months with possibility of extension**
Closing Date : **03 April 2017**
Reference Code : **SVN2017/IRQ/015**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the overall supervision of the Chief of Mission (CoM), direct supervision of Head of Liaison and Programmes, and in close coordination with the Project Managers in the Iraq Mission, the Head of Baghdad Sub-Office is responsible for the following duties and responsibilities but primarily as administrative supervisor to ensure that resources in the Sub-Office are optimized and Work Plan for the various on-going Programmes are successfully implemented:

Core Functions / Responsibilities:

1. Oversee the implementation of all IOM's projects and operational activities in the Baghdad Sub-office, in close cooperation and coordination with the various Programme Focal Points and Team Leaders.
2. Responsible for the effective management of all administrative, financial, programmatic, operational and liaison activities in close coordination with other programmatic and unit focal points in Baghdad, and IOM's Head of Liaison and Programmes in Baghdad.
3. Closely monitor procurement, payments and implementation of the weekly plan. Ensure compliance with IOM's procurement manual and administrative and financial procedures, in close coordination with Resource Management units in Baghdad. Indicate funding needs, endorsed by relevant program managers, to the IOM Office in Baghdad and liquidate fund advances.

4. Facilitate regular communication, coordination and free flow of information among programmatic and unit focal points, attend regular meetings. Identify and facilitate potential synergies between new and ongoing IOM project activities. Ensure a good knowledge and understanding of all project activities in order to communicate this information to Head of Liaison and Programmes, government, NGOs and partners of the international community.
5. Provide inputs, if necessary, for new projects and initiatives in close coordination with the IOM Iraq Project Development and Support Unit (PDSU). Liaise closely with the Public Information unit to ensure visibility of IOM's programmes.
6. Strengthen relations between IOM and partners from government, the international community and NGOs/civil society in the Baghdad Sub-Office.
7. Ensure the participation of IOM's technical staff in regular coordination meetings organized by government, UN Agencies, NGOs and private sector and share meeting minutes, feedback from conferences, workshops to IOM's Office in Baghdad and COM.
8. Advise on Programme supervision of the different Focal Points based in IOM's sub-office in Baghdad, and ensure the adherence of all staff to IOM's Staff Rules and Regulations, compliance to relevant Policies and Procedures and resources optimization. Provide guidance to staff in accomplishing planned activities and prepared Work Plans.
9. Regularly report on IOM's activities in Baghdad to the Head of Liaison and Programmes.
10. Perform such other duties as may be assigned by Head of Liaison and Programmes in Baghdad and/or Chief of Mission.

Required Qualifications and Experience

Education

Master's Degree in Business Administration or a related management field from an accredited academic institution with two years of relevant professional experience; or University degree in the above fields with seven years of relevant professional experience

Experience

- Excellent writing and communication skills, fluency in English (oral and written);
- Experience in an international humanitarian/development organization
- Ability to work independently or with minimal supervision.
- Organizational, communication and presentational skills; Good understanding Iraq.
- Ability to work effectively and harmoniously with colleagues from different cultures and professional backgrounds.
- Good computer skills
- Knowledge of the UN system and its Rules and Regulations, a definite asset

Languages

Fluency English and Arabic.

Required Competencies

Accountability

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

Client Orientation

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries
- Keeps clients informed of developments and setbacks

Continuous Learning

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

Communication

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

Creativity and Initiative

- Actively seeks new ways of improving programmes or services
- Expands responsibilities while maintaining existing ones
- Persuades others to consider new ideas
- Proactively develops new ways to resolve problems

Leadership and Negotiation

- Convinces others to share resources
- Actively identifies opportunities for and promotes organizational change
- Presents goals as shared interests Articulates vision to motivate colleagues and follows through with commitments

Performance Management

- Provides constructive feedback to colleagues
- Identifies ways for their staff to develop their abilities and careers
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures
- Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations

Planning and Organizing

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans
- Adjusts priorities and plans to achieve goals
- Allocates appropriate times and resources for own work and that of team members

Professionalism

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration solutions

Teamwork

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

Technological Awareness

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work

Resource Mobilization

- Establishes realistic resource requirements to meet IOM needs.

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their applications via a link:

<http://iomiraq.net/vacancies/head-sub-office-1>

In order for an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

Posting period:

From 20.03.2017 to 03.04.2017