



IOM International Organization for Migration
المنظمة الدولية للهجرة

Position Title: **Office Assistant**
Organizational Unit: **Community Stabilization and Revitalization**
Duty Station: **Erbil**
Type of Contract: **Stars Orbit, Subcontracted to IOM**
Type of Appointment: **Six Months with Possibility of Extension**
Grade: **Equivalent to G4**
Closing Date: **April 24, 2017**
Reference Code: **SVN2017/IRQ/016**

Context:

In light of the humanitarian crisis, the scale of IOM's response in Iraq is growing exponentially. Therefore, it is crucial to recruit an Arabic and Kurdish speaking Office Assistant whose role will be to provide administrative support to the Transition and Recovery Unit (TRU).

Under general guidance of the Chief of Mission (CoM) and the Program Manager (PM) for the Transition and Recovery Unit, and under the direct supervision of the Project Officer, the Programme Assistant will perform the following duties:

1. Handle all the documents under the Transition and Recovery Unit (TRU) such as: preparation of PRs, HR related forms and other admin documents;
2. Follow up on logistics orders under the Transition and Recovery Portfolio to ensure timely delivery and distribution of procured materials;
3. Translate urgent documents into Arabic and English in the hubs;
4. Prepare draft letters in Arabic and English for regular communication with local partners;
5. Ensure that all correspondence is in the IM file;
6. Attend regular office meetings, prepare minutes, circulate and prepare the final version;
7. Track the movements, TDY of the TRU staff in order to facilitate the monitoring of the staff in the field;
8. Assist in the organization of meetings and training courses;
9. Assist in all required office tasks.

Desirable Qualifications:

- High school degree with four years' experience, desirable to have university degree.
- Strong computer background including experience with data entry, Data processing, Microsoft Applications, spreadsheets, word processing.
- Good writing, communication and negotiation skills.
- Personal commitment, efficiency, flexibility, drive for results; capacity to work effectively and harmoniously within a team of colleagues from varied cultures and professional backgrounds.

Language:

- Fluent Arabic and Kurdish, good command of English, any other languages is an asset.

How to apply:

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

<http://iomiraq.net/vacancies/office-assistant>

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: 10.04.2017 to 24.04.2017