



IOM International Organization for Migration
المنظمة الدولية للهجرة

Position Title: **Programme Assistant**
Organizational Unit: **Community policing**
Duty Station: **Baghdad, Iraq**
Type of Contract: **Stars Orbit, Subcontracted to IOM**
Type of Appointment: **Three Months with Possibility of Extension**
Grade: **Equivalent to G4**
Closing Date: **2nd August 2017**
Reference Code: **SVN2017/IRQ/063**

Context:

Under the overall supervision of the Chief of Mission (CoM), technical guidance of the Programme Manager, direct supervision of the Senior Project Assistant and administrative supervision of the head of Office, the incumbent will support the implementation and monitoring of IOM project's in the AOR, including components of the project, Strengthening Community Policing in Iraq.

1. Assist in the development of programme work plans in-line with relevant programme documents and strategy;
2. Assist in the design and implementation of assessments and capacity building activities, including training preparation and delivery under the programme;
3. Assist in the organization of trainings, , workshops and roundtables as related to the programme;
4. Draft minutes of meetings and other written materials/documents related to the project deliverables;
5. Assist in the preparation of communication and visibility materials;
6. Support in the coordination of off-site trainings, workshops, meetings and other programme related activities in term of logistical and operational support;
7. Liaise with other IOM staff members on administration, financial, logistics and operational matters in support of programme activities;
8. Support in collecting data from workshops, trainings and meetings to be entered in the database;
9. Draft and translate correspondence and other materials from Arabic into English and vice-versa, as needed and assist with interpretation;
10. Keep project files and documents according to an established filing system;
11. Ensure the implementation of IOM activities in a participatory, culturally- and gender-sensitive manner;
12. Travel within Iraq, if necessary, based on the needs of the programme;
13. Perform such other duties as may be assigned.

Desirable Qualifications:

- Bachelor degree in social sciences, Administration, or other equivalent with 2 years experiences in the related field;
- Previous experiences in counselling activities is an advantage;
- Experience in communicating and working with a wide range of people, including people of culturally diverse backgrounds.

Language:

- Fluency in English and Arabic is an advantage.

How to apply:

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

<http://iomiraq.net/vacancies/programme-assistant-13>

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: 19.7.2017 to 2.8.2017