



IOM International Organization for Migration
المنظمة الدولية للهجرة

Position Title: **Programme Assistant**
Organizational Unit: **RART**
Duty Station: **Muthana, Iraq**
Type of Contract: **Stars Orbit, Subcontracted to IOM**
Type of Appointment: **Three Months with Possibility of Extension**
Grade: **Equivalent to G3/4**
Closing Date: **26th August 2017**
Reference Code: **SVN2017/IRQ/079**

Context:

Under the overall supervision of the Head of Office, the functional supervision of the functional line Managers and National Operations Officer/Area Team Leader (ATL), and direct supervision of the RART Senior staff, the incumbent will be responsible for the following:

1. Carry out CCCM profiling assessments, aiming to gather baseline data on access to services and living conditions at the site-level. This will require periodical visits to several settlement types by establishing a network of key informants in the selected catchment areas;
2. Visit IDP and returnee communities and gather accurate information on their number, location, background, and other basic data as requested;
3. Carry out long quantitative assessments with community leaders, muktars, key informants, local representatives, and service providers to accurately reflect the needs, challenges, vulnerabilities, and protection needs of the community;
4. Support data collection and research efforts of other IOM enumerator teams when assigned;
5. The incumbent will be responsible to respect assessment deadlines, ensure the accuracy of the survey data submitted, as well as integrity and protection of data as per DTM guidelines and IOM's Data Protection Manual;
6. Visit IOM project beneficiaries and gather information needed for project monitoring and evaluation;
7. Collect the information on humanitarian needs through close coordination with counterparts and returnee community leaders;
8. Travel to data collection sites when necessary and ensure compliance with security protocols of IOM;
9. Prepares material, working papers and tables for monthly reports and submit to Senior Program Assistant/Team Leader;
10. Advise and keep IOM abreast of evolving returnee movements, trends and dynamics through qualitative information;
11. Report to direct supervisor on implementation status, including the progress, irregularities and shortfalls; recognizing and giving an account of problems in obtaining data;

12. In case incumbent, may be required to handle petty cash he/she has to report regularly on expenses and submit proper supporting documentation in accordance with IOM guidelines;
13. Incumbents are expected to conduct themselves in a professional manner and adhere to PSEA principles, IOM policies, procedures, and values at all times ensuring respect towards beneficiaries and KI;
14. Perform any other duties assigned by superiors.

Desirable Qualifications:

- Bachelor's Degree-level education;
- Ability to work harmoniously with colleagues from varied cultures and professional backgrounds;
- Good knowledge in word processing & typing skills;
- Personal commitment, efficiency and flexibility;
- Ability to work under pressure

Language:

- Fluency in Arabic and a working knowledge of English is essential;

How to apply:

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

<http://iomiraq.net/vacancies/programme-assistant-14>

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: 10.8.2017 to 26.8.2017