



IOM International Organization for Migration
المنظمة الدولية للهجرة

Position Title: **National Project Officer**
Organizational Unit: **Community Stabilization & Revitalization**
Duty Station: **Sulaymaniyah**
Type of Contract: **Sub-Contracting (Stars & Orbit)**
Grade: **Equivalent to G6**
Duration of Appointment: **Three (3) months with possibility of extension**
Closing Date: **November 15, 2017**
Reference Code: **SVN2017/IRQ/105**

Context:

Under the General guidance of the Chief of Mission and the Head of the Sulaimanieh Sub-office, the incumbent will report directly to the 3RP project Manager. He/She is responsible for the following duties:

Core Functions / Responsibilities:

1. Assist in the overall oversight of the process and delivery of the activities, such as implementation of Community Assistance Projects, Business Development Services, Assessments, and all other project related activities, according to IOM standard operation procedures;
2. Monitor and assess project implementation progress, services based on the workplan and guide SPAs across the KRI in implementation;
3. Review financial and procurement documents developed by satellite offices before sending it for approval by the 3RP project manager;
4. Coordinate with 3RP team in the satellite offices to maintain updated and accurate data at the IOM Portal;
5. Liaise with other IOM staff members on administration, financial, logistics and operational matters in support of programme activities;
6. Assist the project manager in preparation of qualitative and quantitative assessments and preparation of recommendations;
7. Communicate and liaise with sub-offices and report to the Project manager;
8. Monitor the accomplishment of the work plans by the sub-offices. Report timely potential gaps and delays, to the Project manager;
9. Share relevant information, developments and potential initiatives with managing staff, including opportunities for operational synergies with other IOM programmes;

10. Liaise with relevant government authorities and other institutions in the overall direction and implementation of the projects;
11. Monitor the accomplishment of the work plans by the satellite offices. Report timely potential gaps and delays, to the Project manager;
12. Perform such other duties as may be assigned by the Project manager in the reporting line for this position.

Education/Experience:

- University degree in Business Administration, Political or Social Sciences, International Relations from an accredited university.
- Minimum of 4 years of relevant experience in Socioeconomic field; working experience with international organizations is an advantage
- Good computer skills (MS Office, Internet).
- Good initiative and ability to plan and manage activities with limited supervision;
- Capacity to work under pressure and hardship environment.
- Personal commitment, efficiency, flexibility, and drive for results
- Ability to work harmoniously with colleagues from varied cultures and professional backgrounds
- Anticipates and prepares response to Transitional Recovery Unit needs
- Personal commitment, efficiency, flexibility, drive for results;
- Ability to work with large amounts of data and information;
- Capacity to work effectively and harmoniously within a team of colleagues from varied cultures and professional backgrounds;
- Ability to work independently and proactively;
- Excellent communication and interpersonal skills.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.
- Previous work in UN or International Organization an advantage
- Ability to meet deadlines and work under pressure.
- Good level of computer literacy.
- Ensures application of institutional financial policies and guidelines
- Advocates incorporation of financial considerations into processes and procedures
- Effectively applies knowledge of relevant financial discipline
- Develops / follows internal control procedures to prevent fraud and mismanagement

Language:

- Excellent English, Kurdish and Arabic. Any other language is an asset.

How to apply:

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

<http://iomiraq.net/vacancies/national-project-officer-0>

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 01.11.2017 to 15.11.2017