



IOM International Organization for Migration
المنظمة الدولية للهجرة

Position Title: **Technical Support Assistant**
Organizational Unit: **Technical Engineering Unit**
Duty Station: **Erbil- Iraq**
Type of Contract: **Sub-Contracting (Stars & Orbit)**
Grade: **Equivalent to G4**
Duration of Appointment: **Six (6) months with possibility of extension**
Closing Date: **January 16, 2018**
Reference Code: **SVN2018/IRQ/001**

Context:

Under the overall supervision of the IOM Chief of Mission and the direct supervision Sr. Technical Project Manager the successful office support assistant candidate will be responsible and accountable for ensuring the technical engineering unit office administration and documentation are efficiently filed, achieved, coordinated and functional to achieve IOM TEU objectives:

Core Functions / Responsibilities:

1. Performing office clerical and administration duties in pleasant and efficient manner;
2. Assist and coordinate in the complication, distribution of technical documents with TEU unit members;
3. Shall provide achieving of technical data's in the computer, update report and share with TEU members
4. Competent in computer literacy (Microsoft office, photoshop, Adobe illustrator) skills, and expertise;
5. Independent and coordinate and assist technical unit manager at all times in the functioning of TEU office;
6. Participate in internal TEU coordination meetings, records keeping maintained updated regularly;
7. Support technical engineering unit (TEU) in the planning, designing and execution of all technical documents for the implementation of program related projects;
8. Coordinate with technical unit team members and the procurement unit to ensure the documents for tender and construction are compiled properly in conformance to tender process;
9. Maintain cleanliness of TEU office environment
10. Closely communicate with TEU engineering staffs for meetings, field visits, TDY's and travels at all times;

11. Any other project duties as requested by Technical Engineering unit manager.

Required Qualifications and Experience:

- University degree with 2 years of work experience
- training and experience, in office management highly recommended. Minimum one year office administration experience
- Good communication, report writing, presentation and people's skills.
- Understanding and tolerant to complex social-political religious, cultural environments is necessary.
- Drive for results with effective resource management skills.
- Ability to work under extreme pressure in difficult conditions while maintaining security awareness.
- Flexibility and focus on processes and their improvements.
- Ability to work effectively and harmoniously with colleagues from varied culture.

Language:

- Thorough knowledge of Kurdish, English and Arabic is essential.

How to apply:

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

<http://iomiraq.net/vacancies/technical-support-assistant-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: 02.01.2018 to 16.01.2018