



IOM International Organization for Migration

Open to Internal Candidates

Position Title : **Programme Assistant (Events Coordination)**
Duty Station : **Iraq, Erbil**
Classification : **General Service Staff, Grade G4**
Type of Appointment : **Special Short Term (SST),**
Duration of Appointment : **Six (6) with the possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **January 23, 2018**
Reference Code : **SVN2018/IRQ/010**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the general guidance of the Chief of Mission COM, overall guidance of the Transitional Recovery Unit (TRU) Programme Manager and direct supervision of the Reporting and Publication Officer the incumbent will be responsible for the following duties:

Core Functions / Responsibilities:

1. Prepare events schedule including: event agenda, timing of all activities and content, scheduling, VIPs, Guest Speakers.
2. Coordinate distribution of event program registration of attendees, guest speakers, production of names tags, and overall management of attendees.
3. In coordination with Logistics and Procurement Unit, review and inspect event venues, gather pricing for venue and catering services, negotiate and provide RPO with final list of potential event venues for final selection.
4. Ascertain the necessary tools and equipment required for event and procure from internal/external providers.
5. In coordination with Travel Department, facilitate the booking international and domestic flights as well as airport transfers to event venues.
6. In coordination with transportation unit, ensure adequate transportation services for attendees and participants during the event.

7. In coordination with Logistics and Procurement Unit, procure real-time interpretation services in Arabic-Kurdish languages.
8. In coordination with Public Information (PI) Unit, provide inputs and help produce visibility products for social media, local and international media coverage as well as banners, flyers. Etc.
9. In coordination with PI Unit, organize photographic and audio-visual coverage of event.
10. In coordination with Support Offices, develop Purchase Requests (PRs), Work Breakdown Structure (WBS), and all administrative tasks required for event implementation.
11. Act as Transition and Recovery Unit (TRU) Focal Point (FP) for local authorities, vendors, service providers, and other IOM Units involved in event planning, implementation and management.
12. Participate in development of a standard operation procedures (SoPs) for event coordination, including templates, checklists, attendances, budgeting and event reporting.
13. Perform other duties as assigned.

Education

- University degree, or Completion of secondary education and 4 years of experience of the work in related field;
- Excellent writing and communication skills,
- Experience in an international, humanitarian/development organization an advantage.

Experience

- Experience in working in an international environment and in liaising with a variety of partners at all levels of the hierarchy.
- Excellent communication and negotiation skills. Ability to present clear and concise information.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds, ability to handle confidential matters
- Ability to meet deadlines and work under pressure.
- Good level of computer literacy
- commitment, efficiency, flexibility, drive for results

Languages

Fluency in English, Kurdish and Arabic.

Required Competencies

Accountability

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

Client Orientation

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, Governments and project beneficiaries

Continuous Learning

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

Communication

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and Procedures
- Writes clearly and effectively, adapting wording and style to the intended Audience
- Listens effectively and communicates clearly, adapting delivery to the Audience

Creativity and Initiative

- Proactively develops new ways to resolve problems

Leadership and Negotiation

- Convinces others to share resources
- Presents goals as shared interests

Performance Management

- Provides constructive feedback to colleagues
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR Procedures

Planning and Organizing

- Sets clear and achievable goals consistent with agreed priorities for self
And others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned
Handovers
- Identifies risks and makes contingency plans

Professionalism

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and
Promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to
Relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration
Solutions

Teamwork

- Actively contributes to an effective, collegial, and agreeable team
Environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

Technological Awareness

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply
It to appropriate work

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their applications via a link:
<http://iomiraq.net/vacancies/programme-assistant-events-coordination>

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: 09.01.2018 to 23.01.2018