



IOM International Organization for Migration

Open to Internal and External Candidates

Position Title : **Programme Assistant**
Duty Station : **Iraq, Erbil**
Classification : **General Service Staff, Grade G5**
Type of Appointment : **Special Short Term contract (SST)**
Duration of Appointment : **Six (6) months with possibility of extension**
Closing Date : **17th July 2018**
Reference Code : **SVN2018/IRQ/109**

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 overall guidance of the Chief of Mission (CoM) , and the overall supervision of the Program Coordinator of the Psychosocial Support and Social Cohesion Unit, and direct supervision of Senior Program Assistant, the incumbent's duties and responsibilities will be as follows:

1. Assist in the implementation of program activities, including support to IOM Community Centers, Psychosocial and Social Cohesion Teams, Area Coordinators, infrastructure constructions, capacity building and research activities.
2. Provide information and coordination on the program as requested and draft minutes of meetings, reports (external and internal reports) and other written materials/documents related to the programme deliverables.
3. Carry out daily administrative tasks of the Unit, including development and standardization of forms and templates (reports, questionnaires, surveys, profiles and, application, feedback and interviewing and monitoring forms).
4. Assist in monitoring the implementation of different programme activities, including data entry, and updating the project work plan accordingly.
5. Coordinate off-site trainings, workshops, field visits and other program related activities in term of logistical and operational support.

6. Liaise with other IOM staff members on administration, financial, logistics and operational matters in support of programme activities.
7. Draft and translate correspondence and other materials from Arabic into English and vice-versa, Kurdish into English and vice-versa, as needed and assist with interpretation.
8. Organize and keep project files and documents according to an established filing system.
9. Support the implementation of IOM activities in a participatory, culturally- and gender-sensitive manner.
10. Travel on duty to Iraq, based on the needs of the programme.
11. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree in computer science or relevant field with minimum three years of relevant experience, experience with IOM or another international organization is considered an advantage.

Experience

- Experience in working in an international environment and in liaising with a variety of partners at all levels of the hierarchy.
- Personal commitment, efficiency, flexibility, drives for results.
- Excellent knowledge of windows, NT network, internet management, Access, and other database system.
- Actively contributes to an effective, collegial, and agreeable team Environment.
- High sense of responsibility, dedication and honest
- Ability to work under pressure with tight deadlines

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,
- Keeps clients informed of developments and setbacks

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

- Actively seeks new ways of improving programmes or services
- Expands responsibilities while maintaining existing ones
- Persuades others to consider new ideas
- Proactively develops new ways to resolve problems

Leadership and Negotiation

- Convinces others to share resources
- Actively identifies opportunities for and promotes organizational change
- Presents goals as shared interests
- Articulates vision to motivate colleagues and follows through with commitments

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-35>

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 28.05.2018 – 17.07.2018