



IOM International Organization for Migration
المنظمة الدولية للهجرة

Position Title: **Program Assistant (Administration)**
Organizational Unit: **Return and Recovery 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: **July 17, 2018**
Closing Date: **SVN2018/IRQ/110**

Context:

Under general guidance of the Chief of Mission (CoM), Program Manager and the National Operations Officer, and the direct supervision of the Senior Program Assistant/Team leader. The PA - Admin. will perform the following duties:

Core Functions / Responsibilities:

1. Assist the Senior Program Assistant in coordinating administrative activities related to programme;
2. Under the guidance of the Snr Program Assistant, prepare TAs, security clearance requests, visa applications, hotel reservations, DSA calculations and other tasks for staff;
3. Maintain record of all relevant correspondence and keep project files and documents according to the established filing system;
4. Provide administrative support including PR preparation, obtaining signatures and scanning of documents;
5. Assist in the organization of trainings, workshops and roundtables as related to the programme;
6. Schedule appointments for the Programme Manager in coordination with internal organizational units, external agencies and government agencies where appropriate;
7. Liaise with other IOM staff members on administration, financial, logistics and operational matters in support of programme activities;
8. Follow-up on tasks set by the Snr Programme Assistant or focal point for Programme activities;
9. Perform informal translations of correspondence both in English and Kurdish languages when required;
10. In coordination with the Snr Program Assistant, ensures all supporting documentation and signatures are obtained before finalizing vouchers;
11. Maintains a filing system for administrative documents;
12. Perform such other duties as may be assigned.

Required Qualifications and Experience

- University Degree in Commerce, Business Administration, Economics or alternatively, an equivalent combination of relevant training and experience.
- 2 years of Work experience in administration, including the preparation of letters and maintenance of databases.
- High level of computer literacy with specific proficiency in Microsoft applications.
- Reliable, efficiency, high level of professionalism, organizational skills and ability to work under pressure and adhere to strict deadlines.
- Good analytical skills for financial data, strong sense of details and accuracy.
- Ability to prepare clear and concise reports.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.

Languages

- Fluent in English, Arabic and Kurdish.

How to apply:

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

<http://iomiraq.net/vacancies/program-assistant-administration>

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: 01.07.2018 to 17.07.2018