



IOM International Organization for Migration

Open to Internal and External Candidates

Position Title : **Senior Programme Assistant / Migration Management Unit**
Duty Station : **Iraq, Baghdad**
Classification : **General Service Staff, UG=G6**
Type of Appointment : **Special Short Term (SST)**
Duration of Appointment : **Five (5) months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **April 18th , 2018**
Reference Code : **SVN2018/IRQ/061**

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 overall guidance of the Chief of Mission (CoM), guidance of the Programme Manager, Migration Management Unit, and the technical supervision of the Senior Project Officer, the incumbent will support the implementation and monitoring of IOM Migration Management Programme in Iraq.

Core Functions / Responsibilities:

Summary of key functions:

1. Assist in the development of programme work plans in line with relevant programme documents and strategy.
2. Assist in the design and implementation of assessments and capacity building activities, including training preparation and delivery under the programme.
3. Assist in the organization of trainings, workshops and roundtables as related to the programme.
4. Organize and prepare meetings' reports and draft minutes of meetings and other written materials/documents related to the project deliverables.
5. Assist in the preparation of communication and visibility materials.
6. Provide logistical and operational support in the coordination of off-site trainings, workshops, meetings and other programme related activities.

7. Liaise with other IOM staff members on administration, financial, logistics and operational matters in support of programme activities.
8. Support in collecting data from workshops, trainings and meetings to be entered into the database.
9. Provide administrative support including PR preparation, obtaining signatures and scanning of documents.
10. Draft and translate correspondence and other materials from Arabic into English and vice-versa, as needed, and assist with interpretation.
11. Maintain record of all relevant correspondences and keep project files and documents according to an established filing system.
12. Files correspondence, including Incoming and Outgoing correspondence, inserts data and maintains records as instructed by senior staff members, ensuring that files and records are maintained in good order.
13. Ensure the implementation of IOM activities in a participatory, culturally- and gender-sensitive manner.
14. Support in monitoring and tracking the expenses of the projects.
15. Maintains contact lists of Government/ Municipal/ Partners/ Civil Society officials, etc.
16. Travel on duty to Iraq, based on the needs of the programme.
17. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree or equivalent in social sciences, administration, or other equivalent with 5 years' experience in the related field
- Experience in communicating and working with a wide range of people, including people of culturally diverse backgrounds.

Experience

- Good computer skills (Word and Excel is a minimum requirement);
- Ability to work independently or with minimal supervision
- Possesses managerial skills (planning, organization and reporting)
- Good communication skills
- 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
- Strong computer background including experience with relational database and Microsoft applications such as Excel, PowerPoint, Word, and Outlook
- Personal commitment, efficiency, flexibility, and initiative to achieve results

Languages

Fluency in English and Arabic.

Required Competencies

Behavioural

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
- 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, adjusting wording 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

Performance Management

- Provides constructive feedback to colleagues
- Identifies ways for their staff to develop their abilities and careers
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures
- Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations

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
- Adjusts priorities and plans to achieve goals
- Allocates appropriate times and resources for own work and that of team members

Professionalism

- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- 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

Resource Mobilization

- Establishes realistic resource requirements to meet IOM needs

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/senior-programme-assistant-8>

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 04.04.2018 to 18.04.2018