



IOM International Organization for Migration
المنظمة الدولية للهجرة

Position Title: **Project Admin Assistant**
Organizational Unit: **Community Policing**
Duty Station: **Baghdad - Iraq**
Type of Contract: **Sub-Contracting (Stars & Orbit)**
Grade: **Equivalent to G4**
Duration of Appointment: **Three (3) months with possibility of extension**
Closing Date: **April 25, 2018**
Closing Date: **SVN2018/IRQ/065**

Context:

Under the overall supervision of the Chief of Mission (CoM), guidance of the Programme Manager and 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:

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. 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. Support in the coordination of off-site trainings, workshops, meetings and other programme related activities in term of logistical and operational support;
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 in the database;
9. Draft and translate correspondence and other materials from Arabic into English and vice-versa, as needed and assist with interpretation;
10. Keep project files and documents according to an established filing system.
11. Ensure the implementation of IOM activities in a participatory, culturally- and gender-sensitive manner;
12. Travel on duty to Iraq, based on the needs of the programme;

13. Perform such other duties as may be assigned.

Required Qualifications and Experience

- Bachelor degree in social sciences, Administration, or other equivalent with 2 years' experiences in the related field;
- Previous experiences in counselling activities is an advantage;
- Experience in communicating and working with a wide range of people, including people of culturally diverse backgrounds

Languages:

- Fluent in both Arabic and English is must (both written and spoken).

How to apply:

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

<http://iomiraq.net/vacancies/project-admin-assistant>

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:12.04.2018 to 25.04.2018