



IOM International Organization for Migration  
المنظمة الدولية للهجرة

Position Title: **Information Technology Assistant**  
Organizational Unit: **Information Technology**  
Duty Station: **Mosul - Iraq**  
Type of Contract: **Sub-Contracting (Stars & Orbit)**  
Grade: **Equivalent to G4**  
Duration of Appointment: **Six (6) months with possibility of extension**  
Closing Date: **May 30, 2018**  
Closing Date: **SVN2018/IRQ/083**

### **Context:**

Under general guidance of the Chief of Mission (CoM), the overall supervision of the Head of Office (HoO) in Mosul and the Information Technology Officer in Erbil, and the direct day-to-day supervision of the Coordination and Liaison Officer, the Administrative Assistant will perform the following duties:

### **Core Functions / Responsibilities:**

1. Setup & Maintain the IT equipments for the users and offices within the HUB's AoR (Area of Responsibility);
2. Install & Maintain internet connections for the IOM Iraq offices in the HUB;
3. Helpdesk for the staff & Satellite offices within HUB's AoR;
4. Plan the installation, operation and administration of the security of the various system and network components, including access to internet, protection against viruses, etc.
5. Provide the user support for the MS windows and MS office, as well as for other programs used in the HUB;
6. Analyze computer systems; recommend new systems and/or enhancement in the functionality of the existing systems;
7. Maintain and accurate and up-to-date inventory of the IT equipment & software licenses for IOM Iraq offices in the HUB;
8. Assist in the maintenance of systems, sub system and modules for the mission databases in accordance with the needs and requirements of each programme and project;
9. Provide user support, training to use, operation, maintenance of the databases and assist in the implementation of all auxiliary sub-systems and modules;
10. Other related duties as required.

### **Required Qualifications and Experience**

- University degree in IT, or an equivalent combination of relevant training and field experience.
- Minimum of 2 years of IT related experience
- A sound knowledge of Microsoft Operating Systems, Server Administration, Networking and desktop applications
- Sound knowledge of LAN/WAN Technologies
- Sound knowledge in TCP/IP Networking
- Knowledge in Desktop and Software support.
- Good writing, communication and negotiation skills.
- Personal commitment, efficiency, flexibility, drives for results.
- Capacity to work effectively and harmoniously within a team of colleagues from varied cultures and professional backgrounds.
- Any Certificate is a plus: CCNA

### **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/information-technology-assistant-0>

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:16.05.2018 to 30.05.2018