



IOM International Organization for Migration
المنظمة الدولية للهجرة

Position Title: **Project Assistant**
Organizational Unit: **Return & Recovery**
Station: **Duhok, Iraq**
Type of Contract: **Stars Orbit, Subcontracted to IOM**
Type of Appointment: **Temporary, 3 months with possibility of extension**
Grade: **Equivalent to G4**
Closing Date: **20th June, 2018**
Reference Code: **SVN2018/IRQ/101**

Context:

Under the General guidance of the Chief of Mission and the Head of the Duhok Sub-office, the overall supervision of the “Special Impact Project” (SIP) Project Officer and reporting directly to the SIP Senior Program Assistant, the incumbent will be responsible for supervising all manufacturing aspects of the newly opened “Khanke Carpet Factory”.

Responsibilities:

1. Supervise day-to-day business operations;
2. Monitor employees’ productivity and provide constructive feedback and coaching;
3. Monitor employees’ attendance and ensure adherence to IOM standards;
4. Prepare monthly production work plan and assign staff accordingly;
5. Assist in designing carpets, kilims and other wool products;
6. Monitor the stock and ensure efficient use of raw material;
7. Supervise the employee focal points, monitoring and evaluation local team, guards and staff operating in the community center;
8. Perform other duties required by the HoSO and Senior Program Assistant and other senior managers;
9. Ensure IOM and Donor visibility in all activities implemented.

Technical

- Excellent leadership, interpersonal and organizational skills;
- Ability to draft clearly and concisely;
- Demonstrated gender awareness and gender sensitivity;
- Ability to work effectively and harmoniously with colleagues from different cultures and professional backgrounds;
- Ability to work under pressure;
- Personal commitment, efficiency, flexibility and drive for results;
- Proficiency in Office applications (Word and Excel) and internet explorer.

Required Qualifications and Experience

- High school diploma with 4 years of work experience or;
- University Degree with 3 years of work experience in the related field
- Proven experience in marketing and cultural preference
- Proven experience in carpet weaving, wool spinning and dying

Language:

- Fluency in Kurdish (badini) and Arabic is essential
- English would be an advantage

How to apply:

Interested candidates are invited to submit their applications via a link:
<http://iomiraq.net/vacancies/project-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: 10.06.2018 to 20.06.2018