



IOM International Organization for Migration

Open to Internal & External Candidates

Position Title : **Programme Assistant**  
Duty Station : **Iraq, Sulaymaniah**  
Unit : **Movement and Assisted Migration/AVRR**  
Classification : **General Service Staff, Un graded = G4**  
Type of Appointment : **Special Short Term (SST),**  
Duration of Appointment : **Three (3) with the possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **25<sup>th</sup> June 2018**  
Reference Code : **SVN2018/IRQ/103**

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 general guidance of the Chief of Mission (CoM), the Head of Erbil Office, functional supervision of head of AVRR unit and Administrative supervision Head of Sub-office, the Program Assistant will be responsible for the following duties:

***Core Functions / Responsibilities:***

1. Receive the referral applicants to the IOM programs and schedule the assistance
2. Provide information and counselling to the IOM project's beneficiaries with interviews, data collection and orientation by using designed forms;
3. Make referral to IOM services and to other existing programs in the community;
4. Assist the beneficiaries according to the selected services by using the appropriate tool and methods. i.e., business plan, on the job training, job placement and vocational training
5. Update on-line tools used by IOM Iraq to track “live” the status of implementation of each case, such as the IOM Iraq Portal
6. Conduct visits to the beneficiaries locations to validate the business plans
7. Track the beneficiaries list on daily basis and update the beneficiaries' files

8. Maintain updated the list of services providers, suppliers and micro credit institutions
9. Procure and perform logistic activities to purchase items for the beneficiaries according the IOM standard procedures and methods
10. Perform delivery services including in Kind Grants to the beneficiaries according the IOM methods and financial procedures
11. Monitor the beneficiaries benefit with reintegration grants and other services
12. Take part in trainings or refreshment courses organized by the IOM Iraq mission or by external partners on the above-mentioned areas
13. Assist the head of AVRR unit in administrative and financial issues related to the AVRR beneficiaries.
14. Assist the team leader with updated information for weekly report
15. Assist other units or active Programmes in the mission, as required by the HoSO or the Head of Program and Liaison.
16. Perform other required duties assigned by direct supervisor and/or HoO/CoM.

### **Education**

- University degree, or Completion of secondary education and 4 years of experience of the work in related field;
- Excellent writing and communication skills,
- Experience in an international, humanitarian/development organization an advantage.

### **Experience**

- Experience in working in an international environment and in liaising with a variety of partners at all levels of the hierarchy.
- Excellent communication and negotiation skills. Ability to present clear and concise information.
- 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.
- Good level of computer literacy
- commitment, efficiency, flexibility, drive for results

### **Languages**

Fluency in English, Kurdish and Arabic.

### **Required Competencies**

#### **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

### **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, adapting wording and style to the intended Audience
- Listens effectively and communicates clearly, adapting delivery to the Audience

### **Creativity and Initiative**

- Proactively develops new ways to resolve problems

### **Leadership and Negotiation**

- Convinces others to share resources
- Presents goals as shared interests

### **Performance Management**

- Provides constructive feedback to colleagues
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR Procedures

### **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

### **Professionalism**

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

### **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/programme-assistant-35>

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: 11.06.2018 to 25.06.2018