



IOM International Organization for Migration
المنظمة الدولية للهجرة

Position Title: **Program Assistant (Administration)**
Organizational Unit: **Return and Recovery Unit**
Duty Station: **Erbil - Iraq**
Type of Contract: **Sub-Contracting (Stars & Orbit)**
Grade: **Equivalent to G4**
Duration of Appointment: **Six (6) months with possibility of extension**
Closing Date: **October 13, 2018**
Closing Date: **SVN2018/IRQ/110**

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged as well as the 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), Program Manager and the National Operations Officer, and the direct supervision of the Senior Program Assistant/Team leader. The PA - Admin. will perform the following duties:

Core Functions / Responsibilities:

1. Assist the Senior Program Assistant in coordinating administrative activities related to programme;
2. Under the guidance of the Senior Program Assistant, prepare TAs, security clearance requests, visa applications, hotel reservations, DSA calculations and other tasks for staff;
3. Maintain record of all relevant correspondence and keep project files and documents according to the established filing system;
4. Assist in the organization of trainings, workshops and roundtables as related to the programme;
5. Schedule appointments for the Programme Manager in coordination with internal organizational units, external agencies and government agencies where appropriate;
6. Liaise with other IOM staff members on administration, financial, logistics and operational matters in support of programme activities;
7. Follow-up on tasks set by the Senior Programme Assistant or focal point for Programme activities;
8. Perform informal translations of correspondence both in English , Arabic and Kurdish languages when required;
9. Maintains a filing system for administrative documents;

10. Perform such other duties as may be assigned;
11. Undertake duty travel when requested;
12. Assist in all required office tasks.

Required Qualifications and Experience

- University Degree in Commerce, Business Administration, Economics or alternatively, an equivalent combination of relevant training and experience.
- 2 years of Work experience in administration, including the preparation of letters and maintenance of databases.
- High level of computer literacy with specific proficiency in Microsoft applications.
- Reliable, efficiency, high level of professionalism, organizational skills and ability to work under pressure and adhere to strict deadlines.
- Good analytical skills for financial data, strong sense of details and accuracy.
- Ability to prepare clear and concise reports.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.

Languages

- Fluent in English, Arabic and Kurdish.

How to apply:

Interested candidates are invited to submit their applications via a link:
<http://iomiraq.net/vacancies/program-assistant-administration>

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: 04.10.2018 to 13.10.2018