



IOM International Organization for Migration
المنظمة الدولية للهجرة

Position Title: **Project Assistant**
Organizational Unit: **Migration Management Unit**
Duty Station: **Baghdad, Iraq**
Type of Contract: **Sub-Contracting (Stars & Orbit)**
Grade: **Equivalent to G5**
Duration of Appointment: **Four (4) months with possibility of extension**
Closing Date: **October 18, 2018**
Reference Code: **SVN2018/IRQ/142**

Context:

Under the general guidance of the Chief of Mission (CoM), technical guidance of the Department of Migration Management (DMM) Coordinator, Migration Management (MM) Officer and the direct supervision of the Senior Migration Profile (MP) Expert in close coordination with the Head of Liaison and Programmes / HOO, the incumbent will support the implementation and monitoring of the migration management related component of the project “Strategic partnership between the Netherlands and IOM on improving the perspective for displaced persons, addressing the root causes of irregular migration and strengthening migration capacity” in the area of responsibility (AOR).

Core Functions / Responsibilities:

1. In preparation for the MP exercise, support the MP expert to map out the relevant sources of information and ensure timely collection of statistics and migration data. File documents in a timely manner, in the agreed formats and locations;
2. Provide input into the development and improvement of data collection tools and reporting mechanisms;
3. Plan for and coordinate field visits as requested by managing staff, and provide translation as needed;
4. Prior to the establishment of the Technical Working Group (TWG), identify and liaise – under the supervision of the MP expert – with relevant interlocutors.;
5. Assist the MP expert in organizing and conducting meetings with relevant interlocutors to set up the TWG for the MP exercise;
6. Support the MP expert in strengthening relationships with relevant stakeholders, Civil Society Organizations, Government ministries, UN Agencies and NGOs working in the migration management field;
7. Facilitate the organization of workshops, meetings, conferences and other events related to project;

8. Support the MP expert in developing and conducting pre and post project surveys to assess the understanding of migration dynamics in Iraq by lead government agencies and the way forward on how to address them;
9. Analyze outputs, targets and indicators for the project to ensure that activities are rolled out to meet targets in a timely manner;
10. Provide information on the project as requested and draft minutes of meetings, reports (external and internal) and other written materials/documents related to the project deliverables;
11. Liaise with other IOM staff members on administration, financial, logistics and operational matters in support of project activities;
12. Ensure the implementation of IOM activities in a participatory, culturally and gender sensitive manner;
13. Coordinate the logistical and operational support of workshops, meetings, conferences and other project related activities;
14. Coordinate the collection of data from workshops, meetings, conferences and other events to be electronically filed;
15. Draft and translate correspondence and other materials from Arabic to English and vice-versa and assist with interpretation;
16. Organize and keep project files and documents according to an established filing system;
17. Undertake duty travel for project implementation purposes;
18. Perform such other duties as may be assigned.

Education/Experience:

- Minimum 3 years (or 5 years for candidates holding high school diploma) of relevant professional experience in a similar setting and capacity preferred; Demonstrated ability to maintain accuracy and confidentiality in performing responsibilities.
- Familiarity with concepts and developments related to migration and migration policy.
- Familiarity with key Iraqi governmental agencies and relevant international actors in the field of migration.
- Knowledge of migration data sources and statistical methods at the national level.
- Experience with data collection.

Technical

- Ability to work independently or with minimal supervision
- Possesses managerial skills (planning, organization and reporting)
- Good communication skills
- 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

- Strong computer background including experience with relational database and Microsoft applications such as Excel, PowerPoint, Word, and Outlook
- Coordinates actions with emergency response actors and uses coordination structures
- Supports adequate levels of information sharing between internal units, cluster partners, IOM and other emergency response actors.
- Personal commitment, efficiency, flexibility, and initiative to achieve results.

Language:

- Fluent in English and Arabic

How to apply:

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

<http://www.iomiraq.net/vacancies/project-assistant-7>

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 11.10.2018 to 18.10.2018