



IOM International Organization for Migration

Open to Internal and External Candidates

Position Title : **Administrative Assistant (RRU)**
Duty Station : **Iraq, Erbil**
Classification : **General Service Staff, Grade G5**
Type of Appointment : **Special Short Term contract (SST)**
Duration of Appointment : **Five (5) months with possibility of extension**
Closing Date : **22nd November 2018**
Reference Code : **SVN2018/IRQ/175**

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. 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 the overall guidance of the Chief of Mission (CoM), overall supervision of the Senior Emergency and Programme Coordinate/Head of Erbil Office, and the direct supervision of the Head, Returns and Recovery Units and in close coordination with Programme Support Consultant. The incumbent will be responsible and accountable for all administrative tasks in RRU, S/he will also be the liaison focal point for RRU with other resources management Units in IOM Iraq.

Core Functions / Responsibilities:

1. Assist the RRU administratively in establishing, regulating and maintaining activities at the RRU in Iraq.
2. Provide procurement, and logistical support to the RRU Liaise with the Procurement unit in terms of providing specification and raise purchase requests on time
3. Assist in preparing purchase requisition forms, payment summaries and payment requests in close coordination with the Project Officer before approval by the Programme officer.
4. Monitor status of existing requisitions, verify receipt and inspection of deliverables and signing on goods receipt notes.
5. Issue and maintain administrative control records such as expenditures, travel, procurement, etc.
6. Receive and Check supporting documents for consistency and accuracy, submit them to the finance department.
7. In coordination with the Finance unit ensure correct allocation of budget lines (WBS) to all RRU related expenses, participate in budget making process by collecting relevant statistics required for such a process as well assist in budget/financial

- monitoring.
8. In coordination with the Mission's Office assist with facilitation of accommodation, airport picks up, entry visa follow-ups for MHD staff on TDY in Iraq.
 9. Perform a wide range of administrative and logistical duties as required by the RRU PM, (travel and transportation arrangement, an organization of meetings, assist with obtaining a security clearance, etc.)
 10. Coordinate off-site training, workshops, field visits, and other program-related activities in term of logistical and operational support.
 11. Liaise with other IOM staff members on administration, financial
 12. Travel on duty to Iraq, based on the needs of the programme.
 13. Perform such other tasks as may be assigned

Required Competencies

The incumbent is expected to demonstrate the following values and competencies: **Values**

- *Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.*
- *Integrity and transparency: maintain high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.*
- *Professionalism: Demonstrates the ability to work in a composed, competent and committed way and exercises careful judgment in meeting day-to-day challenges.*

Core Competencies – behavioural indicators level 3

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Establishes strong relationships with colleagues and partners; relates well to people at all levels.
- Is fully aware of the team purpose, respects and understands individual and collective responsibilities.
- Willingly puts in extra effort without being asked and adopts a "hands-on" approach whenever necessary to achieve team objectives.
- Coordinates own work with that of the team to meet agreed priorities and deadlines.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.

- Produces quality results and provides quality services to clients.
- Meets goals and timelines for delivery of products or services.
- Manages time and resources efficiently, monitoring progress and making adjustments as necessary.
- Shows understanding of own role and responsibilities in relation to expected results.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Keeps abreast of new developments in own field of competence and creates opportunities for knowledge management initiatives.
- Shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
- Puts new learning into practice and draws on diverse sources of ideas and inspiration.
- Contributes to the identification of improvements to work processes and assists in implementing them

- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Accepts personal responsibility for quality and timeliness of work.
- Takes ownership of all responsibilities within own role and honors commitments to others and to the Organization.
- Operates in compliance with organizational regulations and rules.
- Accepts and gives constructive criticism; acknowledges and corrects mistakes and apply lessons learned for improvement.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.
- Presents information using language and sequence of ideas that is easy for recipients to understand.
- Adapts communication to the recipient's needs, asks questions to clarify, and exhibits interest in having two-way communication.
- Encourages others to share their views, using active listening to demonstrate openness and to build understanding of different perspectives.
- Listens carefully and genuinely to the views and positions of others; acts on received information.

Education and Experience

- University degree with 3 years' experience, or secondary degree with 5 years' experience.
- Demonstrated proficiency with Office applications, including Excel, PowerPoint, word as well as good knowledge working with databases and online applications.
- Good knowledge and experience in the culture and tradition of Iraq.
- Experience performing activities with high level of confidentiality, accuracy, and responsibility.
- Previous working experience with NGOs, international organizations, health institution or a busy finance/administration office would be a distinct advantage.

Languages

- Excellent command of English and working knowledge of Arabic/Kurdish.
- Any other language is an asset.

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://www.iomiraq.net/vacancies/administrative-assistant-rru>

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 08.11.2018 to 22.11.2018