



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **Cash Based Assistance Programme Assistant (Administrative)**
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 the possibility of extension**
Closing Date: **February 21, 2019**
Reference Code: **SVN2019/IRQ/044**

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 Senior Emergency Coordinator/Head of Programmes and Head, Returns and Recovery Units, Under overall supervision of Project Officer - Cash Based Assistance and the National Technical Cash Officer, and the direct supervision of the Senior Program Assistant/Team leader. The PA - Admin. will perform the following duties:

Core Functions / Responsibilities:

Management

1. Assist the Senior CBA Assistant in coordinating administrative activities related to programme.
2. Prepare TAs, security clearance requests and other tasks for CBA 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 CBA Unit.
5. Receive payments requests from other units, review and check the payments, print them out
6. Schedule appointments for the CBA Unit in coordination with other units, financial service provider, vendors and other stakeholders where appropriate.
7. Liaise with other IOM staff members on administration, financial, logistics and operational matters in support of CBA activities.
8. Follow-up on tasks set by the Senior CBA Assistant.
9. Perform informal translations of correspondence in English, Arabic and Kurdish languages when required.
10. Maintains a filing system for administrative documents, also Generate memos, emails

and reports when appropriate.

11. Perform such other duties as may be assigned.

12. Undertake duty travel when requested.

13. Assist in all required office tasks.

Required Qualifications and Experience

- University Degree with 2 years of work experiences in a related field;
- Previous experience in administration is an advantage;
- Experience in communicating and working with a wide range of people, including people of culturally diverse backgrounds. Language

Language:

- Excellent command of English and Arabic are required (both written and spoken);
- Any other language is an asset.

How to apply:

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

<http://www.iomiraq.net/vacancies/cash-based-assistance-programme-assistant-administrative>

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: 07.02.2019 to 21.02.2019