



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **Senior Programme Assistant**
Organizational Unit: **Peacebuilding and Stabilization Division**
Duty Station: **Erbil- Iraq**
Type of Contract: **Sub-Contract to Stars & Orbit**
Grade: **Equivalent to G6**
Duration of Appointment: **Three (3) months, with possibility of extension subject to satisfactory performance and funds availability**
Closing Date: **19th January 2023**
Reference Code: **CFA2023/IRQ/004**

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, the internal candidates are considered as first-tier candidates.

Context/Reporting line:

Under the general guidance of the Head, Peacebuilding and Stabilization Division, the overall supervision of the Senior Programme Coordinator and the direct supervision of the National Operations Officer, the successful incumbent will perform the following duties:

Core Functions / Responsibilities

1. Main Focal point to coordinate with HR for IOM Consultant and third-party contracts as well as responsible for submission of documentation and record keeping for all SOC & IOM Consultant contracts within the PSD to share requests of extension/non extension contracts with responsible Manager.
2. Take a leading role in initiating and coordination for recruitment procedure within Peacebuilding and Stabilization Division.
3. Supervise Office Assistants to ensure that they carry out their duties properly and guide and advise them accordingly in the day-to-day administrative activities.
4. Monitoring budget/work programme with respect to various PSD budgets, grant and other funds on a regular basis, and suggests reallocations of resources and implements the reallocations as necessary.
5. Ensure that the staff master list (employment history) is updated on a regular basis and that changes are reflected in a timely manner.
6. Develop a clear work mechanism and guide for junior staff responsible for providing inputs to perform, acquisition of assets for staff and non-IOM staff, portal account creation, email address creation and other services related to ICT requirements, LoI submission, issuing IDs in close coordination with HR.
7. Liaise with national and international officers on administration, financial, logistics and operational matters in support of programme activities.
8. Raising purchase requisition and liaise with other IOM staff members on administration, financial, logistics and operational matters in support of program activities.
9. Organize and keep project files and documents according to an established filing system.
10. Identify bottlenecks in project implementation and work with the National Operations Officer, Programme Coordinator(s), IOM support units, and relevant Heads of Sub-Office to identify viable solutions.
11. Travel on duty to the inside of Iraq, based on the needs of the program.
12. Perform such other duties as may be assigned by supervisor.

Required Qualifications

Education:

- Bachelor's degree in social sciences, economics, business management from an accredited academic university or institute.

Experience and Skills:

- At least 4 years of experience in related field.
- Ability to work harmoniously with colleagues from varied cultures and professional backgrounds.
- Personal commitment, efficiency, flexibility, and drive for results.
- Strong computer background including experience with relational database and Microsoft applications such as Excel, PowerPoint, Word, and Outlook.
- Works effectively in high-pressure, rapidly changing environments
- Coordinates actions with emergency response actors and making use of coordination structures
- Support adequate levels of information sharing between internal units, cluster partners, IOM and other emergency response actors.

Languages:

- Fluency in English, Kurdish and Arabic is required.

Behavioral Competencies

- Work prioritization and ability to multitask.
- Shares knowledge and experience.
- Positive, constructive attitude.
- Ability to work and act under pressure with discretion in politically sensitive environment with a minimum of comfort.
- Responds positively to critical feedback and differing points of view.
- Ready to work independently, under tight deadlines.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Ability to work in a multi-cultural team environment with a positive attitude.
- Highest standards of integrity, discretion, and loyalty.
- Strives for supportive working environment and positive working relationship.
- Creates a respectful office environment free of harassment, retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA).

IOM IN/234 - Policy and Procedures for Preventing and Responding to Sexual Exploitation and Abuse

IOM has a policy of zero tolerance of sexual exploitation and abuse (SEA) by IOM staff members and the employees or any other persons engaged and controlled by IOM Contractors. The staff members and all contract type holders shall protect against and prevent sexual exploitation and abuse (PSEA).

How to apply:

While this vacancy is open to both Internals and Externals, priority shall be given to qualified Internal applicants.

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

<https://jobs.my-soc.org/apply/20230109112900/9EF7gAUh5WOpafRTXs1Jn6oPq>

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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: 09/01/2023 to: 19/01/2023