



IOM International Organization for Migration

Open to Internal and External Candidates

Position Title : **Project Administrative Assistant**
Organizational Unit : **Transition and Recovery Division (TRD)**
Duty Station : **Erbil – Iraq**
Classification : **General Service Staff, Grade G5**
Type of Appointment : **Special Short Term contract (SST)**
Duration of Appointment : **Six (6) months with possibility of extension**
Closing Date : **26th December, 2024**
Reference Code : **SVN2024/IRQ/276**

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 supervision of the Head of Transition and Recovery Division (TRD), the direct supervision of the Program Coordinator, the incumbent will be responsible for the core functions and responsibilities listed in the section below.

Core Functions / Responsibilities:

1. Provide support between operations teams and the various technical and support functions within TRD, including Livelihood, Durable Solutions, Infrastructure and Community Engagement technical teams.
2. Assist the TRD teams in North-West Area of Operations (Ninewa and Dohuk) on the organization and forecasting of coming activities, assisting in the regular update of a workplan and other tools used to track implementation and team performance.
3. Collect and sort out financial documents, original invoices, payment requests, red rose cards and other North West files in an organized system. Provide general administrative and logistical backstopping to operations and teams within the North West Area of Operations.
4. Perform effective and accurate verification of ongoing operational data base updates (systems and trackers) in support of Program Coordinator. Suggest improvements to aforementioned tracking systems.
5. Follow up with services units in Resource Management, including HR, Finance, Procurement, and ICT to coordinate the relevant matters of North West team's requests.
6. Perform other duties as may be assigned

Qualifications;

Education

- University degree in a related field from accredited academic institution with 3 years of relevant professional experience
- Completed High School degree from accredited academic institution with 5 years relevant professional experience.

Experience

- Experience in IOM administrative and financial management, budget monitoring, cash management and internal control procedures;
- Experience in the usage of office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and data analysis.
- Experience supervising the development and implementation of administrative control procedures.

Skills

- Work prioritization and ability to multitask.
- Shares knowledge and experience with a 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

Languages

- Fluency in English, Kurdish and Arabic are required;
- Any other language is an advantage.

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 ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators *level 1*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization’s priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

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).

Others

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:

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 a link:

<https://iraqdatacenter.iom.int/Vacancy/Apply/SVN2024IRQ276>

For an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

Posting period:

From 12.12.2024 to 26.12.2024