

Open to Internal and External Candidates

Position Title	: Senior Operations Assistant
Organizational Unit	: Medical Health Unit
Duty Station	: Erbil - Iraq
Classification	: General Service Staff, Grade G6
Type of Appointment	: Special Short Term contract (SST)
Duration of Appointment	: Six (6) months with possibility of extension
Closing Date	: 27 th November 2022
Reference Code	: SVN2022/IRQ/266

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 general guidance of the Chief of Mission (CoM)/DCOM and the overall supervision of Migration Health Head of Unit, the direct supervision of Migration Health Officer, the incumbent will be responsible for the following:

Core Functions / Responsibilities:

The Programme Assistant is expected to

1. Keeps staff members informed of directives, reports, status updates and other relevant information, and brings sensitive and urgent matters to the Programme Manager's attention.
2. Provide information and clarification to national team members on office management and propose improvements to administrative procedures.
3. Supervise health operation assistants to ensure that they carry out their duties properly and guide and advise them accordingly in the day-to-day administrative activities.
4. Liaise with common services units in Resource Management, including HR, Finance, Procurement, and ITC to coordinate the following functions for the Unit.
5. Coordinate with Iraq HR on various actions related to Staff recruitment and on-boarding, SES/Staff Evaluation.
6. Monitor the maintenance of staffing lists and registration of third-party contractors.
7. Provide information to third party contractors/consultants with respect to conditions of service, duties, and responsibilities in close coordination with Iraq HR.

8. Coordinate travel of management staff, including TAs, UN Travel Requests, UNDSS TRIPS, flights, hotel reservations, airport transfers and visas.
9. Coordinate and monitor asset management and general office maintenance needs.
10. Prepare procurement documentation and monitor procurement-related workflows in close coordination with Programme Coordinators
11. Assists the Programme Managers in the elaboration of resource requirements for budget submissions and budget monitoring.
12. Assists in finalization of budget reports, analysing variances between approved budgets and actual expenditures.
13. Perform any other function as assigned.

Qualifications;

Education

- University degree in business administration, social sciences or related field from accredited academic institution with 4 years of relevant professional experience
- Completed High School degree from accredited academic institution with 6 years relevant professional experience.

Experience

- Previous experience with IOM is advantage
- Experience in Logistics and procurement procedures.
- Experience in Admin and HR procedures.
- Experience in working in an international organization is an advantage.
- Good level of computer literacy;

Languages

- 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: maintains 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 2

Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

- Fosters a sense of team spirit by developing a shared understanding, accountability and enthusiasm for the team's work.
- Displays a high level of cultural awareness, sensitivity to different ways of working and leverages individual strengths in order to build a better team.
- Shares credit for team accomplishments and ensures that the contribution of others is recognized.
- Helps create a positive team spirit, putting aside personal considerations to help the team achieve its goals.

Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.

- Produces high-quality results and workable solutions that meet clients' needs.
- Anticipates constraints, identifies solutions and takes responsibility for addressing critical situations.
- Monitors own and others' work in a systematic and effective way, ensuring required resources and outputs.
- Aligns projects with Organization's mission and objectives and demonstrates a good understanding of the impact of team's and own work on external and internal counterparts.

Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.

- Disseminates and shares knowledge openly and actively contributes to knowledge/network communities for topics relevant to area of expertise.
- Encourages knowledge-sharing across units/departments and ensures that knowledge is captured, recorded and disseminated appropriately.
- Builds networks for the effective communication and exchange of knowledge and ideas and puts others into contact with various sources of knowledge.
- Contributes to an environment that is conducive to innovation and learning.

Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.

- Proactively seeks responsibility in delivering towards the goals of the Organization.
- Plans and organizes work with a clear and deliberate focus, ensuring commitments are easily identified and progress is widely communicated.
- Stands by the actions of team or department, publicly accepting ownership.
- Takes responsibility of own shortcomings and those of the work unit, where applicable.

Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

- Speaks and writes clearly and effectively.
- Seeks to share information with others, with due respect for diversity and the confidentiality of specific sensitive information.
- Listens and seeks to understand without bias, and responds appropriately.
- Shares information and keeps others up to date; actively seeks others' views and ideas and respects their contribution.

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/SVN2022IRQ266>

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

Posting period:

From 13.11.2022 to 27.11.2022