



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: **23rd February 2023**
Reference Code: **CFA2023/IRQ/030**

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 (Peacebuilding and Stabilization) and the direct supervision of the Programme Coordinator (Legal Advisor) , the candidate will perform the following duties:

Core Functions / Responsibilities

1. Prepare cash flow projections for the implementation of legal assistance activities, specifically legal representation of beneficiaries.
2. Raise cash advance requests as well as all PRs for field activities implementation in coordination with team leaders. Ensure accounts settlement as per IOM internal processes.
3. Act as focal point for the organization of all workshops and capacity building initiatives, including with CSOs and government stakeholders.
4. Develop an achievement and expenditure tracking tool and update it monthly reflecting all projects.
5. In coordination with the IM assistant, strengthen data management and provide data input for reporting.
6. Maintain a tracking matrix against indicators of ongoing projects.
7. Develop internal SOPs (Standard Operating Procedures) and guidelines, especially on clearance of accounts, submission of financial documents by field staff and data management. Provide capacity building to field staff on SOPs.
8. Support all legal staff with asset management
9. Support IM Assistant in implementing and monitoring referrals in the field.
10. Prepare induction package of all new staff.
11. Update organogram, follow up of contract renewals and VRC tools.
12. Provide monthly visualized dashboards for all projects.
13. Perform such other duties as may be assigned.

Required Qualifications

Education:

- Bachelor's degree in Information Technology, Business and administration, Computer Science, Statistics, or any related field from an accredited academic university or institute.

Experience and Skills:

- At least 4 years of relevant work experience.
- Experience in data collection and analysis and data quality check.
- Extensive experience and comfort in using data collection and entry tools as well as database applications.
- Experience in and/or adequate understanding of monitoring and evaluation.
- Experience with an international organization is an advantage.
- Great computer skills (MS Office especially excel, database applications, IM softwares).
- Critical thinking, analytical and problem-solving skills.
- Strong attention to details and ability to take initiative.
- Good interpersonal and communication skills.

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/20230213120221/6S4VOBD0y2NE8IcfFUZxgvpLG>

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: 13th February 2023 to 23rd February 2023