



Organization or Agency:	<b>International Organization for Migration (IOM)</b>
Position Title:	<b>Operation Assistant</b>
Organizational Unit:	<b>Peacebuilding and Stabilization Unit</b>
Duty Station:	<b>Ninawa (Mosul)- Iraq</b>
Type of Contract:	<b>Sub-Contract to Stars Orbit Consultants and Management Development</b>
Grade:	<b>Equivalent to G4</b>
Duration of Appointment:	<b>Three (3) months, with possibility of extension subject to satisfactory performance and funds availability</b>
Closing Date:	<b>11<sup>th</sup> September 2023</b>
Reference Code:	<b>CFA2023/IRQ/076</b>

*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:**

On March 1, 2021, Iraqi Council of Representatives adopted the Law on Support to Yazidi Women Survivors (Survivors Law). This law represents a watershed moment in Iraqi efforts to address the legacy of ISIL crimes against Yazidis and victims from other minorities, as it officially recognizes acts of genocide against Yazidi and other communities, and it provides access to variety of rights and benefits provides for individual survivors.

The Directorate for Survivors Affairs (Directorate), the main implementing body for this legislation, is established under the federal Ministry of Labor and Social Affairs (MOLSA) and it is located in Mosul, with a branch office in Sinjar. The Directorate is headed by the Directorate General (DG) from Yazidi community. Implementation of the Survivors Law requires robust engagement of the Director General, including establishment of the institutional framework, recruitment, and capacity building of the staff, defining internal procedures and protocols, outreach and liaison with institutions in Iraq, international organizations, UN agencies and civil society, etc. IOM Iraq is the main technical partner of the MOLSA/Directorate for implementation of the Survivors Law and in this capacity, it provides technical and expert assistance to the Directorate.

Under the general guidance of the Head, Peacebuilding and Stabilization Division, the overall supervision of the Senior Programme Coordinator (Peacebuilding and Stabilization), the administrative supervision of the Head of sub-Office (HoSO) the direct supervision of the Reparations Officer in close coordination with the Director General, the successful incumbent will perform the following responsibilities:

#### **Core Functions / Responsibilities**

1. Facilitating day-to-day activities of the Director General through scheduling and organizing internal and external meetings, facilitation of email and phone correspondence and managing official working calendar and address book.
2. Support execution of official duties of the DG through providing timely briefings on requests and information sent to DG, note taking during the meetings and preparation of short meeting reports.
3. Ensure documents produced within performance of DG official tasks are stored and/or archived in line with internal protocols.

4. Facilitates preparation of official travel of the DG.
5. Conducts official travel to support the DG.
6. Performs other tasks relevant for supporting DG official mandate.

## Required Qualifications

### *Education:*

- Bachelor's degree in political science, International Relations, International Law, Public Relations, or any related field from an accredited academic university or institution.

### *Experience and Skills:*

- At least 2 years of relevant professional experience.
- Work experience in managing day to day operations for mid or high-level managers in institutions or organizations dealing with displacement, human rights, migration, or social affairs.
- Proven organizational and communication skills.
- Excellent written skills and proven experience in drafting official correspondence.
- Work experience in liaising with governmental authorities, other national/international institutions, and NGOs.
- Good interpersonal and communication skills and ability to present clear and concise information.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds, ability to handle confidential matters, flexibility, tolerance and capacity to work in a team.

### *Languages:*

- Fluency in Arabic and English are required.
- Working Knowledge of any other language is an asset.

### *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 a 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.
- Display compassion and dignified treatment of Directorate's beneficiaries.
- 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/20230330093222/1fjkW6hMnaS9rHZdzmODw4eKq>

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: 29 August 2023 to 11 September 2023