



Organization or Agency: **International Organization for Migration (IOM)**  
Position Title: **Project Assistant**  
Organizational Unit: **Peacebuilding and Stabilization Division**  
Duty Station: **Erbil- Iraq**  
Type of Contract: **Sub-Contract to Stars Consultants and Management Development**  
Grade: **Equivalent to G4**  
Duration of Appointment: **Three (3) months, with possibility of extension subject to satisfactory performance and funds availability**  
Closing Date: **04 December 2024**  
Reference Code: **CFA2024/IRQ/259**

*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 Senior Programme Coordinator (Peace&Build), the overall supervision of the Return and Reintegration Programme Officer and the direct supervision of the Senior Field Engineer, the successful incumbent will perform the following duties:

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

1. Draft regular Bills of Quantities (BoQ) for rehabilitation work on public infrastructure or IOM facilities for the reviewal of the supervisor.
2. Draft project drawings for the reviewal of the manager.
3. Report and follow-up on any technical or admin issues to the line manager.
4. Provide updates on project progress to the site supervisor.
5. Perform other duties assigned by superiors.

#### **Required Qualifications**

##### ***Education:***

- Bachelor's degree in Architect, Engineering or any related field from an accredited academic university or institute with two years of relevant professional experience, or
- Completed high school with 4 years of professional experience.

##### ***Experience and Skills:***

- Experience in designing, preparing Bills of Quantities (BoQ), and estimating costs for engineering projects.
- Understanding universal design principles and accessibility standards for individuals with disabilities.

### **Languages:**

- Fluency in English, Kurdish and Arabic is required.

## **Competencies**

■ The incumbent is expected to demonstrate the following values and competencies:

**VALUES** - All SOC staff members must abide by and demonstrate these five values:

**Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

**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.

**Courage:** Demonstrates willingness to take a stand on issues of importance.

**Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

### **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 actions 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).*

### **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/20241124132134/z5bmneOjG7S2Ht1hk6X8TpcZd>

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: **24 November 2024** to: **04 December 2024**