



Organization or Agency: **International Organization for Migration (IOM)**  
Position Title: **Project Assistant (Migration Governance)**  
Organizational Unit: **Migration Management Division**  
Duty Station: **Erbil – Iraq**  
Type of Contract: **Sub-Contract to Stars Orbit Consultants and Management Development**  
Grade: **Equivalent to G5**  
Duration of Appointment: **Three (3) months, with possibility of extension subject to satisfactory performance and funds availability**  
Closing Date: **27/January /2025**  
Reference Code: **CFA2025/IRQ/007**

*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.*

#### **Context/Reporting line:**

Under the overall supervision of the Head, Migration Management Division, the administrative supervision of the Head of Sub Office (HoSO) and the direct supervision of the National Program Officer (MMU), the successful incumbent will be responsible for supporting and assisting the achievement of the objective and results of MMD projects as well as day to day coordination of the implementation of the activities under the Migration Management Programme, the successful candidate will perform the following duties:

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

1. Support to day-to-day implementation and monitoring of MMD/Human Mobility and Inclusion Department programme activities (Migration Governance, IBG, Labour Mobility, others).
2. Coordinate logistical and administrative arrangements of programme activities such as conferences, trainings, workshops, study/field visits etc.
3. Draft programme related correspondence (programs of activities; list of participants; invitation letters etc.).
4. Draft minutes of the meetings whether internal or external.
5. Act as a focal point in collaboration and communication with beneficiaries and other stakeholders of the programme.
6. Actively participate and contribute to programme activities (conferences, trainings, workshops, study/field visits) via moderation of events; preparation and delivery of presentations; responding to questions of the participants etc.
7. Provide assistance in archiving project-related files.
8. Perform such other duties as may be assigned.

#### **Required Qualifications**

##### **Education:**

- Bachelor's degree in any related field from an accredited academic university or institute, with a minimum of 3 years of relevant professional experiences or;
- Completed highschool diploma with 5 years of relevant professional experience.

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

- Good communication skills
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.
- Ability to handle confidential matters.
- Ability to meet deadlines and work under pressure.
- Strong computer background including experience with relational database and Microsoft applications such as Excel, PowerPoint, Word, and Outlook
- Personal commitment, efficiency, flexibility, and initiative to achieve results.
- Experience in the areas of programme analysis and reporting.
- Excellent drafting skills in English proven with examples of previous professional experience.
- Experience in M&E is a distinct advantage.
- Professional experience in area(s) related to migration is an advantage.
- Previous work experience with UN agencies is a distinct advantage.

### ***Languages:***

- Fluency in English, Kurdish with working knowledge of Arabic is required.
- Any other language is an advantage.

### **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 – Choose a level.

**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 females, 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/20250113110935/ILWsbXt3EakK4rxUHfqYAnjVh>

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:13 January 2025to 27 January 2025