

Open to Internal and External Candidates

Position Title	: Programme Assistant (Migration Management)
Organizational Unit	: Migration Management Unit
Duty Station	: Baghdad - Iraq
Classification	: General Service Staff, Grade G5
Type of Appointment	: Special Short Term contract (SST)
Duration of Appointment	: Six (6) months with possibility of extension
Closing Date	: 17 th October, 2021
Reference Code	: SVN2021/IRQ/257

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), under the overall supervision of the Head of Migration Management Unit (MMU) and the direct supervision of the Programme Officer (Migration Governance), the incumbent will be responsible for supporting and assisting the achievement of the objective and results of MMU projects as well as day to day coordination of the implementation of the activities under the Migration Management programme.

Core Functions / Responsibilities:

1. Coordinate and personally contribute to day-to-day planning, implementation and monitoring of the programme activities particularly in matters related the logistical, financial and administrative aspects of the programme
2. Coordinate all logistical and administrative arrangements of programme activities such as conferences, trainings, workshops, study/field visits etc.
3. Monitor project budgets; provide recommendations to amend the project budgets if necessary.
4. Draft and review various programme related correspondence (programs of activities; list of participants; invitation letters etc.).
5. Prepare Terms of References as well as contracts of the consultants working in the programme.

6. Provide considerable assistance in drafting projects reports such as inception, progress etc.
7. Draft minutes of the meetings whether internal or external.
8. Act as a focal point in collaboration and communication with the beneficiary and other stakeholders of the programme.
9. 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.
10. Create a filing system for project-related files.
11. Perform other duties as may be assigned by the direct supervisors.

Qualifications;

Education

- Bachelor's degree from an accredited academic institution, with minimum 3 years of relevant professional experiences
- Completed High School degree from an accredited academic institution with 5 years of relevant professional experience.

Experience

- 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.

Skills

Position specific skills, for example:

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
- Knowledge of UN and bilateral donor programming.
- Knowledge of financial rules and regulations.

- Knowledge of International Public Sector Accounting Standards (IPSAS)

Languages

- Fluency in English 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: maintain 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 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 action 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).

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:

Interested candidates are invited to submit their applications via a link:

<https://iraq.iom.int/jobs/programme-assistant-migration-management>

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

Posting period:

From 03.10.2021 to 17.10.2021