



IOM International Organization for Migration

### Open to Internal and External Candidates

Position Title	: Project Assistant (Livelihoods/TRD)
Organizational Unit	: Transition and Recovery Division
Duty Station	: Erbil - 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	: 21 <sup>st</sup> July, 2022
Reference Code	: SVN2022/IRQ/162

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) and Head, Transition and Recovery Division, the overall supervision of the Programme Coordinator (Economic Recovery), and the direct supervision of the National livelihoods officer, the incumbent will be responsible for the following duties:

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

1. Work closely with the livelihood's regional advisors, Admin, logistics and other support units to ensure that the Payments of the TRD beneficiaries are on track and followed up.
2. Assist the livelihoods focal person in the initiation of travel requests, transportation, visa and coordinate with security unit for mission request.
3. Work closely with the Cash Based assistance unit. Follow up on the statues of the TRD beneficiary's payments and submit all the required documents in coordination with operational teams.
4. Plan and Organize for Events, trainings and workshops under the livelihoods unit and ensure all the logistical requirements are in place by working closely with the TRD admin Unit.

5. Act as the focal person for the Documentation of the Enterprise development Fund (EDF) beneficiaries, ensure that all required documents are submitted on time and are Filed in The MIS system.
6. Receive regular updates and feedbacks on the livelihoods designed Tools from the field teams and regional advisors, compile all the comments and feedback then share with the TRD MIS team upon the approval from the national livelihoods officer and keep the staff informed when new versions of the tools are available in the system.
7. Monitor, Compile and submit regular progress reports about the Labour Market assessments, Enterprise development Fund (EDF) tools and activities and all other tools developed by the livelihoods unit.
8. Request WBS and create purchase requests-PRs for all the activities under the Livelihoods unit by working closely with the TRD admin unit.
9. Travel to project sites to monitor payments disbursements and to follow up with the activities under livelihoods portfolio when needed.
10. Perform such other duties as may be assigned.

#### **Qualifications;**

#### **Education**

- University degree in Administration Management, finance, Social Sciences, or a related field from an accredited academic institution in with minimum 3 years of relevant professional experiences; or
- Completed High School degree from an accredited academic institution, with minimum 5 years of relevant professional experiences.

#### **Experience & Skills**

- Experience in working in an international environment and in liaising with a variety of partners at
- All levels of the hierarchy.
- Demonstrated proficiency with Office applications, including Excel, PowerPoint, word as well as good knowledge working with databases and online applications.
- Experience working in the region an advantage
- Previous working experience with NGOs, international organizations, health institution or a busy finance/administration office a distinct advantage

#### **Languages**

- English, Kurdish and Arabic are required.
- Any other language is an advantage.

## ***Required Competencies***

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

- Values - all IOM staff members must abide by and demonstrate these three values:
- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- 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.
- 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:***

**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 a link:

<https://iraqdatacenter.iom.int/Vacancy/Apply/SVN2022IRQ162>

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

## ***Posting period:***

From 07.07.2022 to 21.07.2022