

Open to Internal and External Candidates

Position Title	: Project Assistant
Organizational Unit	: Peacebuilding and Stabilization Division
Duty Station	: Erbil (2 Positions), Baghdad (1 Position), Sulaymaniyah (1 Position) - Iraq
Classification	: General Service Staff, Grade G4
Type of Appointment	: Special Short Term contract (SST)
Duration of Appointment	: Six (6) months with possibility of extension
Closing Date	: 01 st January, 2023
Reference Code	: SVN2022/IRQ/298

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 the general guidance of Chief of Mission (CoM)/DCoM, and the overall supervision of the Head of Peacebuilding & Stabilization Division and the direct supervision of the National Operations Officer, the candidate will perform the following duties:

Core Functions / Responsibilities:

1. Assist in the daily administrative tasks of the Peacebuilding and stabilization division, including drafting of forms and templates (reports, required procurement, finance documentation, questionnaires, surveys, profiles and application, feedback and interviewing and monitoring forms)
2. Coordinate off-site trainings, workshops, field visits and other program related activities in term of logistical and operational support.
3. Liaise with other IOM staff members on administration, financial, logistics and operational matters in support of programme activities.
4. Maintain efficient coordination with various Departments.
5. Support preparation and update of budgetary and other statistical data of PSD expenses as directed.

6. Provide information and coordination on the program as requested and draft minutes of meetings, reports (external and internal reports) and other written materials/documents related to the programme deliverables.
7. Organize and keep project files and documents according to an established filing system.
8. Support the implementation of IOM activities in a participatory, culturally- and gender-sensitive manner.
9. Travel on duty to Iraq, based on the needs of the programme.
10. Assist in the review of PSD financial reports and bring any notable issue to the supervisor's attention.
11. Perform such other duties as may be assigned by the programme management.

Qualifications;

Education

- University degree in administration or related field from accredited academic institution with 2 years of relevant professional experience
- Completed High School degree from accredited academic institution with 4 years relevant professional experience.

Experience

- Experience in IO administrative and financial management, budget monitoring, cash management and internal control procedures;
- Experience in the usage of office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and data analysis; and,
- Experience supervising the development and implementation of administrative control procedures.

Skills

- 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, 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

- 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:

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/SVN2022IRQ298>

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

Posting period:

From 18.12.2022 to 01.01.2023