

Open to Internal and External Candidates

Position Title	: Cash based intervention Assistant (Administrative)
Organizational Unit	: Transition and Recovery Division
Duty Station	: Erbil (1 Positions), Baghdad (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	: 05 th January, 2023
Reference Code	: SVN2022/IRQ/302

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 with close coordination with Head, Transition and Recovery Division, and the overall supervision of Programme Officer (CBI), and the direct supervision of the National Technical Cash Officer. The Cash based intervention Assistant (Administrative) will perform the following duties:

Core Functions / Responsibilities:

1. Assist with the preparation of different projects' documents in line with the CBI SOPs.
2. Assist CBI Unit in performing administrative activities related to Programme Divisions across all the mission.
3. Assist in the organization of trainings, workshops, and roundtables as related to the CBI Unit.
4. Organize the data as directed for the specific database, save and scan documents as electronic files and keep the documents archived as needed.
5. Assist in preparing work plans and report updates on a regular basis on the progress of all projects on request.
6. Assist cross-checking the data entered by field staff with different systems data and prepared

documents.

7. Assist with maintaining a systematic record of all documents related to beneficiaries and project documents.
8. Liaise internally with IOM staff and externally with the financial service providers, Vendors, and other stakeholders where appropriate to support CBI activities
9. *Receive payments requests from other units, review and check the payments*
10. Perform informal translation of correspondences when required.
11. Prepare reports using Power BI as needed.
12. Perform such other duties as may be assigned

Qualifications;

Education

- University degree in Social Science, Business 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 humanitarian field or similar field;
- Previous experience in administration
- Experience in communicating and working with a wide range of people, including people with culturally diverse backgrounds
- Strong computer skills (e.g. MS Office incl. Word, Excel etc. MS Project);
- Knowledge/ Experience in Cash based programming.

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/SVN2022IRQ302>

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

Posting period:

From 22.12.2022 to 05.01.2023