



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **Senior Programme Assistant**
Organizational Unit: **Peacebuilding and Stabilization Division**
Duty Station: **Erbil - Iraq**
Type of Contract: **Sub-Contract to Stars Orbit Consultants and Management Development**
Grade: **Equivalent to G7**
Duration of Appointment: **Three (3) months, with possibility of extension subject to satisfactory performance and funds availability**
Closing Date: **26 April 2024**
Reference Code: **CFA2024/IRQ/110**

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, the internal candidates are considered as first-tier candidates.

Context/Reporting line:

Under the general guidance of the Head, Peace Building and Stabilization Division (PSD), the overall supervision of the Senior Programme Coordinator (Peace Bldg& Stabl), and the direct supervision of the Program Coordinator (legal advisor), the incumbent will be responsible for the planning, implementation, and monitoring of IOM Legal Assistance Program in Iraq.

Core Functions / Responsibilities

1. Provide direct supervision and remotely managing legal assistance program operational staff in the area of intervention, reporting any substantiated staff performance concerns and recommendations for improvement or corrective action to the program coordinator (legal advisor)
2. Act as the unit's primary focal point for the organization of conferences, trainings, workshops, and events, working closely with logistics and finance to ensure that programme requirements are met.
3. Keeps staff members informed of directives, reports, status updates and other relevant information, and brings sensitive and urgent matters to the program coordinator's attention
4. Supervise Office Assistants to ensure that they carry out their duties properly and guide and advise them accordingly in the day-to-day administrative activities
5. Monitoring budget/work programme with respect to various budgets, grant and other funds on a regular basis, and suggests reallocations of resources and implements the reallocations as necessary.
6. Take a leading role in initiating and following up on IOM and third-party contracts, working closely with PSD admin team, IOM Iraq HR and Stars Orbit colleagues, and in following up to ensure the accurate and timely payment of consultants
7. Provide information and clarification to national team members on office management and propose improvements to administrative procedures.
8. Support the tracking of and follow up on project commitments and expenditures and summarize the financial status of projects withing the program. This will be done on the basis of the analysis provided by admin and finance colleagues.
9. Organize and keep project files and documents in an established filing system.
10. Take the lead in drafting Notes for File (NFF), meeting minutes, and other documents and reports.

11. Ensure coordination with admin, Procurement and Logistics department regarding cash flows for the implementation of legal representation. .
12. Draft and translate correspondence and other materials from Arabic into English and vice- versa, Kurdish into English and vice-versa, as needed.
13. Identify bottlenecks in project implementation and work with the [program coordinator to identify viable solutions.
14. Ensure information sharing, coordination, and communication within the team and with other teams
15. Perform any other duties and functions as assigned.

Required Qualifications

Education:

Bachelor's degree in business, Administration or any related field from an accredited academic university or institute.

Experience and Skills:

- At least 5 years experiences in the related field.
- Previous experiences in logistics and administration, and/or community stabilizations programs is an advantage.
- Experience in communicating and working with a wide range of people, including people of culturally diverse backgrounds.
- Work prioritization and ability to multitask under tight deadlines.
- Strong organizational and administrative skills.
- Ability to work well in a team environment as well as independently.
- interpersonal skills to effectively interact with all levels of staff, international personnel and consultants, political actors, and NGO community.

Languages:

- Fluency in English, Kurdish and Arabic is required.

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.

MANAGERIAL COMPETENCIES - Behavioural indicators – Level 2

Leadership: Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.

Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.

Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.

Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.

Humility: Leads with humility and shows openness to acknowledging own shortcomings.

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, 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/20240416100642/6wMQSRy7G8OULIKAtHPY5oaTz>

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: 16 April 2024 to: 26 April 2024