



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **Administrative 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 G3**
Duration of Appointment: **Three (3) months, with possibility of extension subject to satisfactory performance and funds availability**
Closing Date: **23 October 2024**
Reference Code: **CFA2024/IRQ/222**

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, Peacebuilding and Stabilization (PSD), the overall supervision of the Senior Programme Coordinator (Peace Bldg&Stabl) and the direct supervision of the National Operations Officer, the Administrative Assistant will provide clerical support to various support functions across the division in close coordination with technical units.

Core Functions / Responsibilities

1. Prepare purchase requisition forms, coordinate with PLU for specifications, and inspection of deliverables, and sign on goods receipt notes, payment summaries, and payment requests in close coordination with implicated teams before approval by the National Operations Officer.
2. Maintain administrative control records such as expenditures, travel, procurement, etc.
3. Receive and check supporting documents for consistency and accuracy and submit them to the finance department.
4. Assist the PSD team with logistical duties as required, including updating stocks related to PSD, and preparing a note for files and letters of invitation.
5. Remind International staff to follow up with HR on their entry visa.
6. Update various administrative databases on a regular basis.
7. Support staff onboarding, including ICT and IT Equipment, E-mail Creation, Portal Creation (Digital signature), and ID creation.
8. Support in creation of TRs, transportation arrangement, accommodation, UNDSS, MOP, and vendor creation of staff.
9. Train new staff on Portal and PRISM.
10. Perform such other tasks as may be assigned.

Required Qualifications

Education:

- Bachelor's degree in administration or any related field from an accredited academic university or institution with one year of relevant professional experience, or;

- Completed a High School degree from an accredited academic institution with three years of relevant professional experience.

Experience and Skills:

- Demonstrated proficiency with Office applications, including Excel, PowerPoint, and Word as well as good knowledge of working with databases and online applications.
- Good knowledge and experience in the culture and traditions of Iraq.
- Experience performing activities with a high level of confidentiality, accuracy, and responsibility.
- Previous working experience with NGOs, international organizations, health institutions, or a busy finance/administration office would be a distinct advantage.

Languages:

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

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.

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/20241013115248/TtwQaYUrn85ZeNMELoKDjW23f>

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: 13 October 2024 to: 23 October 2024