



Organization or Agency:	International Organization of Migration (IOM)
Position Title:	Programme Assistant (Admin)
Organizational Unit:	Migration Management Unit
Duty Station:	Erbil- Iraq
Type of Contract:	Sub-Contract to Stars & Orbit
Grade:	Equivalent to G4
Duration of Appointment:	Three (3) months, with possibility of extension subject to satisfactory performance and funds availability
Closing Date:	20th October 2021
Reference Code:	CFA2021/IRQ/251

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, Migration Management Unit, the overall supervision of the Technical Cooperation Officer, and the direct supervision of National Operation Officer (NOA), the incumbent will support the implementation of administrative works in Erbil.

The Programme Assistant will work with Admin Team in Erbil supporting all activities, trainings, managing events coordinate with supporting departments monitoring budget lines and payments.

Core Functions / Responsibilities

1. Assist in the development of program work plans in-line with relevant program documents and strategy.
2. Assist in the design and implementation of assessments and capacity building activities, including
3. training preparation and delivery under the program.
4. Organize trainings, workshops and roundtables as related to the program.
5. Draft minutes of meetings and other written materials/documents related to the project
6. deliverables.
7. Assist in the preparation of communication and visibility materials.
8. Coordinate off-site trainings, workshops, meetings, and other program related activities in term
9. of logistical and operational support.
10. Liaise with other IOM staff members on administration, financial, logistics and operational matters in support of program activities.
11. Collect data from workshops, trainings, and meetings to be entered in the database.
12. Draft and support with informal translations of correspondence and other materials from Arabic to English and vice versa.
13. Keep project files and documents according to an established filing system.
14. Implement IOM activities in a participatory, culturally- and gender-sensitive manner.
15. Monitor and track the expenses of the projects and suggest corrective actions.
16. Travel on duty to Iraq, based on the needs of the program.
17. Perform such other duties as may be assigned.

Required Qualifications

Education:

- Bachelor's degree in Business Management or any other related field from an accredited academic university or institute.

Experience and Skills:

- At least 2 years of relevant work experience.
- Experience in meeting planning, meeting minutes' recording.
- Knowledge about travel arrangements.
- Experience in submitting and reconciling expense reports.
- Experience in liaison with executive and senior administrative assistants to handle requests and queries from senior managers.
- Knowledge about office management systems and procedures.
- Working knowledge of office equipment, like printers and fax machines.
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular).
- Excellent time management skills and the ability to prioritize work.
- Attention to details and problem-solving skills.
- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to multi-task.

Languages:

- Fluency in English, Kurdish and Arabic is required.

Behavioral Competencies

- Work prioritization and ability to multitask.
- Shares knowledge and experience.
- Positive, constructive attitude.
- Ability to work and act under pressure with discretion in politically sensitive environment with a minimum of comfort.
- Responds positively to critical feedback and differing points of view.
- Ready to work independently, under tight deadlines.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Ability to work in a multi-cultural team environment with a positive attitude.
- Highest standards of integrity, discretion and loyalty.
- Strives for supportive working environment and positive working relationship.
- Creates a respectful office environment free of harassment, retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA).

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/20210928101251/dVBvA1GEoz97ROleSkJ4PFM5W>

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: 06.10.2021 to: 20.10.2021