



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **CSU Operations Officer**
Organizational Unit: **Community Stabilization Unit**
Duty Station: **Erbil**
Type of Contract: **Sub-Contracting (Stars & Orbit)**
Grade: **Equivalent to NO-A**
Duration of Appointment: **Six (6) months with the possibility of extension**
Closing Date: **31 March 2019**
Reference Code: **SVN2019/IRQ/083**

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 vacancy, internal candidates are considered first-tier candidates.

Context:

Under the overall guidance of the COM, under the overall supervision of Senior Emergency Coordinator/Head of Programmes and Head of the Community Stabilisation Unit (CSU), and the direct supervision of the project officer, the incumbent will Support the implementation of IOM's community stabilisation programme in Iraq, overseeing procurement, administration, and, in close coordination with the Head of Unit, financial tracking of CSU projects. S/he will play a key role in ensuring the CSU teams' compliance with IOM and donor rules and regulations, and act as the unit's bridge with support units, including Finance, Logistics, and Human Resources

Core Functions / Responsibilities:

1. Support the implementation of IOM's community stabilisation programme in Iraq, overseeing procurement, administration, and, in close coordination with the Head of Unit, financial tracking of CSU projects;
2. Develop internal guidelines and standard operating procedures (SOPs) to strengthen compliance with IOM and donor rules and regulations and streamline procedures within the unit;
3. Identify bottlenecks in project implementation and work with the Head of Unit, relevant support units in Erbil, and Heads of Sub-Office to identify viable solutions;
4. Liaise closely with the Logistics Unit to ensure timely procurement, secure storage, and close tracking of all CSU equipment and supplies;
5. Take a leading role in the organization of conferences, trainings, workshops and events, in line with programme requirements;
6. Supporting the identification and mobilization of national and international consultants, organizing travel plans and schedules, monitoring deliverables and payments, etc.
7. Act as the technical supervisor of the CSU administration team in Baghdad, Dohuk, and Erbil and the administrative supervisor of the data entry and analysis team in Erbil;
8. Support the Head of Unit to hire and supervise CSU staff and provide training and guidance to build relevant internal capacities;
9. Identify, analyse, and resolve diverse issues/problems as they arise, working in close coordination with Head of Unit and other relevant colleagues;

10. Develop and update reporting and monitoring tools to keep track of programme activities and ensure that all relevant documentation is available upon request;
11. Support resource mobilization efforts as well as meeting donor reporting requirements.
12. Organize and keep project-related documents, according to an established filing system.
13. Upon Head of Unit request, conduct field missions to assess and resolve bottlenecks which are impeding timely project implementation.
14. Perform such other duties as may be assigned.

Required Qualifications and Experience

- Bachelor's degree in business, Administration, Social and Political Sciences with 2 years experiences in the related field;
- Previous experience in logistics and administration, and/or community stabilization programs;
- Working experience in IOM Iraq or other international organizations and NGOs is desirable
- Experience in communicating and working with a wide range of people, including people of culturally diverse backgrounds.
- Demonstrated proficiency with Microsoft Office applications, including Excel, PowerPoint, Good knowledge of information technology and proficiency in Microsoft Office applications especially Excel, Word, PowerPoint and Publisher.
- Strong interpersonal & intercultural skills with an attention to detail
- Excellent communication and interpersonal skills.
- Ability to present clear and concise information.
- Previous work in UN or International Organization an advantage
- Ability to meet deadlines and work under pressure.
- Good level of computer literacy.
- Personal commitment, efficiency, flexibility, drive for results
- Effectively applies knowledge of relevant financial discipline
- Ability to work independently or with minimal supervision;
- Managerial skills are required (planning, organization and reporting).
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds, ability to handle confidential matters
- Ability to meet deadlines and work under pressure

Languages:

- Fluency in English, Kurdish and Arabic required.

How to apply:

Interested candidates are invited to submit their applications via a link:

<https://iraq.iom.int/jobs/csu-operations-officer>

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

Posting period:

From: 17.03.2019 to 31.03.2019