



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **Project Administrative Assistant**
Organizational Unit: **Return and Recovery Unit**
Duty Station: **Erbil-Iraq**
Type of Contract: **Sub-Contract to Stars & Orbit**
Grade: **Equivalent to G5**
Duration of Appointment: **Six (6) months, with possibility of extension subject to satisfactory performance and funds availability**
Closing Date: **15th April 2021**
Reference Code: **CFA2020/IRQ/070**

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:

IOM's Return and Recovery Unit (RRU) is an actor in the recovery, reconstruction and durable solutions sector throughout Iraq. An array of activities is implemented country-wide that include livelihood, basic service rehabilitation and community engagement activities. These programmatic resources are now being brought to bear upon the problem of protracted displacement in Iraq in order to contribute to the UN's broader search for durable solutions to displacement. Focus is oftentimes concentrated on the areas of origin of currently displaced populations but also extends to the conflict-affected governorates and areas that require investment into economic recovery and development. An expanded set of activities includes shelter and cash programs, in addition to the common activity-set of IOM RRU.

Under the general guidance of the Head of Return and Recovery Unit (RRU), the overall supervision of the Senior Operations Coordinator, and the direct supervision of the Program Coordinator – North East (Erbil, Sulaymaniyah, Kirkuk and Diyala), the incumbent will be responsible for the core functions and responsibilities listed below:

Core Functions / Responsibilities

1. Provide coordination support between operations teams and the various technical and support functions within RRU, including Livelihood, Infrastructure and Community Engagement technical teams and MIS, Monitoring and Evaluation and Public Information support teams.
2. Assist the Field Project Officer and Program Coordinator in regard to the coordination and prioritization of day-to-day activities and monitoring of support requests (logistics, procurement, HR, etc), ensuring information collection for drafting reports as necessary.
3. Coordinate with the Field Project Officer and the RRU teams in Erbil, Sulaymaniyah, Kirkuk and Diyala on the planning and forecasting of coming activities, assisting in the regular update of a workplan and other tools used to track implementation and team performance.
4. Act as a focal point for assigned projects within Erbil, Sulaymaniyah, Kirkuk and Diyala that require support, managing all systematic, data-based and tracking aspects of the project in coordination with the Field Project Officer and Program Coordinator.

5. Monitor a financial system for all operations within Erbil, Sulaymaniyah, Kirkuk and Diyala that is trackable, accountable, efficient, and properly coordinated with relevant colleagues and departments within IOM Iraq.
6. Collect and sort out financial documents, original invoices, payment requests, red rose cards and other North East (Erbil, Sulaymaniyah, Kirkuk and Diyala) files in an organized system.
7. Oversee general administrative and logistical backstopping to operations and teams within Erbil, Sulaymaniyah, Kirkuk and Diyala.
8. Develop and maintain effective and accurate oversight of ongoing operational data base updates (systems and trackers) in support of Field Project Officer and Program Coordinator.
9. Ensure proactive and creative improvement of aforementioned tracking systems in compliance with IOM organizational standards and Unit's requirements in support of Team Leaders (within Erbil, Sulaymaniyah, Kirkuk and Diyala), Field Project Officer and Program Coordinator.
10. Liaise with common services units in Resource Management, including HR, Finance, Procurement, and ICT to coordinate the relevant matters of North East team's requests.
11. Prepare procurement documentation and monitor procurement-related workflows in close coordination with the Field Project Officer.
12. Provide logistical and operational support in the coordination of off-site trainings, workshops, meetings and other operations related activities.
13. Any other duties that are requested by Program Coordinator.

Required Qualifications

Education:

- University degree in international Relations, Law, Public Administration, Development studies or social science; from an accredited academic university or institute.

Experience and Skills:

- Minimum 3 years of relevant professional experience
- Work experience in liaising with governmental authorities, other national/international institutions and NGOs, as well as experience in the region is an asset
- Good interpersonal and communication skills and ability to present clear and concise information.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds, ability to handle confidential matters, flexibility, tolerance and capacity to work in team
- High sense of responsibility, dedication and honesty are desirable attributes.
- Experience in working in an international environment and in liaising with a variety of partners at all levels of the hierarchy and from diverse backgrounds.
- Ability to meet deadlines and work under pressure.
- Develops / follows internal control procedures to prevent fraud and mismanagement
- Ability to work independently or with minimal supervision.
- In-depth knowledge of access routes and the humanitarian operational environment throughout Iraq.
- Previous experience in coordination with government actors.

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://vacancies.my-soc.org/apply.php?job=20210331093342&token=0RZXLJwYAIHfeEzvmF8rhNQ>

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: 01.04.2021 to: 15.04.2021