



International Organization for Migration (IOM)

The UN Migration Agency

### Open to Internal and External Candidates

Position Title: **Programme Assistant**  
Organizational Unit: **Migration Management Unit (MMU)**  
Duty Station: **Sulaymaniyah, Iraq**  
Classification: **General Service, G4**  
Type of Appointment: **Special Short-Term contract (SST)**  
Duration of Appointment: **Six (6) months with possibility of extension subject to satisfactory performance**  
Closing Date: **20<sup>th</sup> August 2019**  
Reference Code: **SVN2019/IRQ/209**

Established in 1951, IOM is a Related Organization of the United Nations and as the leading UN agency in the field of migration works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

*IOM is committed to a diverse and inclusive environment. For the purpose of this vacancy, the following internal candidates who meet the eligibility criteria are considered as first-tier candidates:*

- Internal candidates on regular or fixed-term contracts should meet the minimum time in post requirement of eighteen months or more at the time of the closing of the S/VN*
- The minimum time in post requirement is six months for such internal candidates who are incumbents of a position being advertised or confirmed for discontinuation.*
- Internal candidates on short-term contracts should meet the minimum time in post requirement of six months or more at the time of the closing of the S/VN.*

*Applications from qualified female candidates are especially encouraged, as well as the internal and external candidates are eligible to apply to this vacancy. In addition, all applicants should meet eligibility requirements for languages, education and work experience requirements as stipulated in the S/VN.*

#### **Context:**

Under the general guidance of the Chief of Mission (CoM) and Senior Emergency & Programme Coordinator, the overall supervision of Migration Management Programme Manager, the administrative supervision of Head of Sub-Office, and the technical supervision of the Reintegration Team Leader, the successful candidate will be responsible for the following duties:

#### **Core Functions / Responsibilities:**

1. Receive the referral applicants to the IOM programs and schedule the assistance;
2. Provide information and counselling to the IOM project's beneficiaries with interviews, data collection and orientation by using designed forms;

3. Make referral to IOM services and to other existing programs in the community;
4. Assist the beneficiaries according to the selected services by using the appropriate tool and methods. i.e., business plan, on the job training, job placement and vocational training;
5. Update on-line tools used by IOM Iraq to track “live” the status of implementation of each case, such as the IOM Iraq Portal;
6. Conduct visits to the beneficiaries locations to validate the business plans;
7. Track the beneficiaries list on daily basis and update the beneficiaries' files;
8. Maintain updated the list of services providers, suppliers and micro credit institutions;
9. Procure and perform logistic activities to purchase items for the beneficiaries according the IOM standard procedures and methods;
10. Perform delivery services including in Kind Grants to the beneficiaries according the IOM methods and financial procedures;
11. Monitor the beneficiaries benefit with reintegration grants and other services;
12. Take part in trainings or refreshment courses organized by the IOM Iraq mission or by external partners on the above-mentioned areas;
13. Assist the head of AVRR unit in administrative and financial issues related to the AVRR beneficiaries;
14. Assist the team leader with updated information for weekly report;
15. Assist other units or active Programmes in the mission, as required by the HoSO or the Head of Program and Liaison;
16. Perform other required duties assigned by direct supervisor and/or HoO/CoM.

### ***Required Qualifications***

#### **Education**

- University degree from an accredited academic institution in any relevant subjects/fields, with minimum 3 years of relevant professional experiences; or
- Completed High School degree from an accredited academic institution, with minimum 4 years of relevant professional experiences as above.

#### **Experiences & Skills**

- Experience in working in an international environment and in liaising with a variety of partners at all levels of the hierarchy;
- Excellent communication and negotiation skills. 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;
- Ability to meet deadlines and work under pressure;
- Good level of computer literacy;
- commitment, efficiency, flexibility, drive for results;
- Excellent writing and communication skills;
- Experience in an international, humanitarian/development organization an advantage.

## Languages

Fluency in English, Kurdish and Arabic, both spoken and written.

## Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

### Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- 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.

### Core Competencies – behavioural indicators *level 1*

- 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 action 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).*

### Others

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

### How to apply:

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

<https://iraq.iom.int/jobs/programme-assistant-4>

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 06.08.2019 to 20.08.2019