



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **Field Support Assistant (Admin)**
Organizational Unit: **Community Policing**
Duty Station: **Erbil - Iraq**
Type of Contract: **Sub-Contract to Stars & Orbit**
Grade: **Equivalent to G4**
Duration of Appointment: **Six (6) months, with possibility of extension subject to satisfactory performance and funds availability**
Closing Date: **25th February 2020**
Reference Code: **CFA2020/IRQ/038**

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

IOM, Iraq – Mission has been implementing Immigration and Border Management (IBM) project, whose goal is to support the Government facilitate safe and orderly migration, mitigate security threats, cross-border organized crime and positively impact on the country's socioeconomic development. The programme key interventions areas include: Legislation and policy, equipment and infrastructure support, institutional capacity development, border management information systems, integrated border management, health and humanitarian border management.

Under the general guidance of the Head of office, overall supervision of the Programme Manager of the Migration Management Unit, and the direct supervision of the Programme Officer, the incumbent will work to support governments to meet today's complex challenges of migration.

With the capability to collect, process, store and analyses traveler information in real time and across an entire border network, MIDAS enables States to more effectively monitor those entering and exiting their territory while providing a sound statistical basis for migration policy-related planning. Governments have full and exclusive ownership of any data recorded by MIDAS

Core Functions / Responsibilities

1. Assist in the development of programme work plans in-line with relevant programme documents and strategy.
2. Assist in the design and implementation of assessments and capacity building activities, including training preparation and delivery under the programme.
3. Organize trainings, workshops and roundtables as related to the programme.
4. Draft minutes of meetings and other written materials/documents related to the project deliverables.
5. Assist in the preparation of communication and visibility materials.
6. Coordinate off-site trainings, workshops, meetings and other programme related activities in term of logistical and operational support.
7. Liaise with other IOM staff members on administration, financial, logistics and operational matters in support of programme activities.
8. Collect data from workshops, trainings and meetings to be entered in the database.

9. Draft and support with informal translations of correspondence and other materials from Arabic to English and vice versa.
10. Keep project files and documents according to an established filing system.
11. Implement IOM activities in a participatory, culturally- and gender-sensitive manner.
12. Monitor and track the expenses of the projects and suggest corrective actions.
13. Travel on duty to Iraq, based on the needs of the programme.
14. Perform such other duties as may be assigned.

Required Qualifications

Education:

- University degree in Business Administration, Social Sciences from an accredited academic institution.

Experience and Skills

- Minimum 2 years of relevant professional experiences.
- Experience in working in an international organization is an advantage.
- Ability to prepare clear and concise reports. reports.
- 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:

- Excellent command of English, Kurdish and Arabic are 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.
- Focuses on result for the client and responds positively to feedback.
- 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:

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

<https://iraq.iom.int/jobs/field-support-assistant-admin>

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: 11.02.2020 to 25.02.2020