



Organization or Agency: **International Organization for Migration (IOM)**  
Position Title: **Programme 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: **25<sup>th</sup> February 2020**  
Reference Code: **CFA2020/IRQ/036**

*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 is a major actor in post-conflict recovery and reconstruction, and as such is heavily involved in livelihood development and job creation programmes. IOM's strengths lie in its field presence around the country and operational capacity to rebuild community infrastructure, conduct vocational and other trainings, providing grant funding at local level to support business development and a variety of other areas key to recovery.

Under the general guidance of Senior Emergency and Programmes Coordinator/Head of Programmes, overall supervision of the Northeast Regional Coordinator, direct supervision of Northeast Operations Officer, the incumbent will be responsible for assisting programmes related to return and recovery under the area of responsibility as below

## Core Functions / Responsibilities

### Administrative duties and responsibilities:

1. Collect signature of the documentations, follow requests with relevant teams and act as focal point for all financial and administrative documents of the operations of the Northeast region.
2. Responsible for sorting and keeping final documents, original invoices, payment requests, red rose cards and other NE files in an organized system in a safe and secure location.
3. Support the preparations and organization of events, meetings and workshops.
4. Takes minutes and/or notes, as required; prepare informal translations and perform interpretations upon request.
5. Assist in the development of template forms/letters as required from the team in close coordination with the Northeast Operation Officer and Field Project Officer.
6. Provide administrative support to Northeast RRU team.
7. Assist in travel arrangements for Northeast RRU staff.
8. Keep track/record of the training and workshops attended by staff, making recommendation for further training or workshops based on the produced summary sheets.
9. Submit the HRAFs, clearance and follow HR contracting and documentation in coordination with RRU administrative personnel and Northeast Operations Officer and Field Project Officer.
10. Process and archive documents related to staff attendance records and leave requests on IOM shared drive.

## **Finance duties and responsibilities.**

1. Process payments for Return and Recovery activities under north east area and act as payments focal point in close coordination with the Northeast Operations Officer and Field Project Officer.
2. Coordinate WBS requests and open PR's upon requests using standard PR's for NE.
3. Maintain up-to-date tracking of all payments and settlements of north east area.
4. Ensure the timely payment of all invoices, including that for vendors and beneficiaries as per contracts and settle payments due within allocated time by finance.
5. Prepare financial documents for payment processing through IOM Finance System and track the payments codes.
6. Ensure all documents are properly signed and distributed.
7. Keep scan copy from every processed transaction, documents, PV's, PR's, invoices, SOC payment and other settlement documents for the Northeast in proper folders in the archive.
8. Monitor financial transactions and track payment requests between CBI, Finance and SOC or other paying entities till deliver in field.
9. Check all processed documents to hold the correct codes and WBS's.

## **Coordination Function**

1. Coordinate with the Northeast Operation Officer and Field Project Officer on the planning and forecasting of coming activities.
2. Coordinate with SOC to ensure all invoices and payments are on track in a timely manner.
3. Coordinate with logistic, finance, HR, SOC, transport, and CBI to track, follow and expedite Northeast teams' requests.
4. Flag any issues, problems immediately to Northeast Operation Officer and Field Project Officer.
5. Compliance Function
6. Ensure compliance and implement financial policies, procedures and directives of the organization.
7. Update/upgrade organizational policy on financial procedures, internal control mechanism, etc.
8. Cross verify (compliance and relevancy) all financial transactions done by project staffs.
9. Perform field visit to sites/sub-offices when required to follow administration or financial activities.
10. Perform such other duties as may be assigned by supervisor.

## **Compliance Function**

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## **Required Qualifications**

### ***Education:***

University degree in social sciences from an accredited academic institution.

### ***Experience and Skills***

- Minimum 3 years of relevant experience in social projects/community stabilization though a gender point and experience with international organization is an advantage.

### ***Languages:***

- Excellent command of English, Kurdish and Arabic are required;
- Good computer skills (MS Office, Internet). Knowledge of media, publication and database applications is an advantage.

### ***Behavioral Competencies***

- Work prioritization and ability to multitask;
- Excellent interpersonal skills;
- 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.

### ***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 a link:

<https://iraq.iom.int/jobs/programme-assistant-10>

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