Open to Internal and External Candidates

Position Title: Senior Project Assistant (Government Liaison)
Organizational Unit: Migration Management Unit
Duty Station: Iraq – Baghdad
Classification: General Service Staff, Grade G7
Type of Appointment: Special Short Term contract (SST)
Duration of Appointment: Six (6) months with possibility of extension
Closing Date: 04th May 2020
Reference Code: SVN2020/IRQ/135

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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. 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, internal candidates are considered as first-tier candidates.**

**Context:**

Under general guidance of the Chief of Mission (CoM), the direct supervision of the Migration Management Head of Unit and in close coordination with the Programme Coordinator (Technical Cooperation & Security Governance), the incumbent will support the implementation of the Migration Management Programme, ensuring successful collaboration and communication with relevant government counterparts.

**Core Functions / Responsibilities:**

1. Perform regular liaison functions (including through communication, coordination and administrative tasks) with governmental counterparts relevant to the Migration Management portfolio, including, but not limited to, the Ministry of Interior, the Border Point Commission, Ministry of Migration and Displacement;
2. Support establishment and strengthening of relationships with relevant stakeholders, government ministries and relevant state-entities;
3. Provide strategic support to the Migration Management team including up-to-date information on the organizational structural, protocol, SOPs, vetting procedures as applicable to the relevant government counterparts, departments and entities as engaged in MMU Programme activities;
4. In close collaboration with the Programme Coordinator, provide operational and technical
support to the implementation of MMU’s capacity building activities with focus, but not limited to, the Technical Cooperation portfolio including Community Policing and Integrated Border Management;

5. Contribute to the supervision and organization of trainings, workshops and relevant project activities and facilitate as needed;

6. Develop and monitor spending and work plans for Technical Cooperation projects, in coordination with the relevant administrative and operational staff; guarantee financial oversight and regular, consistent update of monitoring tools;

7. In coordination with the Ministry of interior, provide technical support in the installation, management and maintenance of ITC services at the IT department with specific regard to MIDAS equipment and respective peripherals; Contribute to the development and revision of MIDAS training material and manuals; Plan and deliver MIDAS basic and advanced Training, including ToT and frontline users; In coordination with MIDAS headquarters team, guarantee constant and regular coordination on MIDAS version updates, trainings and troubleshooting;

8. Facilitate and oversee smooth and effective flow of information from the field to support programme development, programme’s monitoring and evaluation and to guarantee effective coordination and response to the Analysis and Information Management Section (AIM);

9. In close coordination with AIM, draft and provide inputs to communication and visibility materials and the implementation of the programme communication policy in all the implementing geographical areas, in accordance with instructions received from the Unit Management Staff and IOM standards.

10. Draft minutes of meetings (external and internal), reports and other written materials/documents related to the implementation of project activities;

11. Conduct field visits to project sites as needed to ensure that activities are being completed in line with agreed standards.

12. Liaise with other IOM staff members on administration, financial, logistics and operational matters in support of programme activities.

13. Draft and translate correspondence and other documents, perform interpretation in consecutive mode, from English to Arabic and vice-versa for the international members of the Mission, as assigned.

14. Notify the Head of Unit and the Programme Coordinator (TC/SG) of all potential/emerging risks associated with the projects;

15. Support the Migration Management Unit in providing inputs on new projects proposals.

16. Perform such other duties as may be assigned
**Qualifications.**

**Education**

- Bachelor’s degree from an accredited academic institution, with minimum 5 years of relevant professional experiences
- Diploma \ Secondary school from an credited academic institution, with minimum 7 years of relevant professional experiences.

**Experience**

- Good computer skills (Word and Excel is a minimum requirement);
- Ability to work independently or with minimal supervision
- Possesses managerial skills (planning, organization and reporting)
- Good communication skills
- 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
- Strong computer background including experience with relational database and Microsoft applications such as Excel, PowerPoint, Word, and Outlook
- Personal commitment, efficiency, flexibility, and initiative to achieve results
- 5-10 years of experience in the field of administration and programme support can be considered in lieu of the abovementioned education requirement.
- Works effectively in high-pressure, rapidly changing environments
- Coordinates actions with emergency response actors and making use of coordination structures
- Support adequate levels of information sharing between internal units, cluster partners, IOM and other emergency response actors.

**Languages**

- Fluency in English and Arabic are required.
- Any other language is and advantage.

**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 2

- **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.

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**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).*

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**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/senior-project-assistant-government-liaison](https://iraq.iom.int/jobs/senior-project-assistant-government-liaison)

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

**Posting period:**

From 27.04.2020 to 04.05.2020