Organization or Agency: International Organization for Migration (IOM)
Position Title: Programme Assistant
Organizational Unit: Emergency Health
Duty Station: Erbil, Iraq
Type of Contract: Sub-Contract to Stars & Orbit
Grade: Equivalent to G5
Duration of Appointment: Five (5) months, with possibility of extension subject to satisfactory performance and funds availability
Closing Date: 16th May 2020
Reference Code: CFA2020/IRQ/146

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

Within its Health border and mobility management (HBMM) framework, IOM delivers and promotes comprehensive, immediate and long-term preventive and curative health programmes which are beneficial, accessible, and equitable for migrants, mobile population and other vulnerable and hard to reach populations. IOM works within existing health framework and with government authorities and Health, WASH, and Protection cluster coordination mechanism. IOM provides travel health assessments, emergency life-saving assistance and health system strengthening which has been disrupted by long term conflict, distance and other accessibility issues.

IOM Iraq was established in 2003, and has built a strong network of staff, offices and logistics capacity. With more than 1,500 staff and main offices in Baghdad, Erbil, and Basra and 16 sub-offices in key locations, IOM works in cooperation with the Government of Iraq to provide support across all of Iraq’s 18 governorates. IOM works in partnership with UN agencies, Non-Governmental Organizations (NGOs) and Community Service Organizations (CSOs) as a member of the United Nations Country Team (UNCT) for Iraq.

IOM supports the Ministry of Health in its response to the COVID-19 outbreak in Iraq. Working closely with the Departments of Health at the governorate level, UN agencies, and other health actors, IOM will strengthen disease surveillance, case management, infection prevention and control, and risk communication and community engagement to reduce disease transmission in Iraq.

Under the direct supervision of the Migration Health Emergency Response Coordinator, the incumbent will be responsible for assisting programs related to Migration Health under the area of responsibility as below:
Core Functions / Responsibilities

1. Assist in the design and implementation of Migration Health Division’s program activities, including support to IOM supported health facilities, community-based health interventions, integrated activities with other IOM Units, and capacity building and research activities.

2. Provide information and coordination on the program as requested and draft minutes of meetings, reports (external and internal reports) and other written materials/documents related to the programme deliverables.

3. Assist in the daily administrative tasks of the Unit, including development and standardization of forms and templates (reports, questionnaires, surveys, profiles and, application, feedback and interviewing and monitoring forms).

4. Coordinate off-site trainings, workshops, field visits and other program related activities in term of logistical and operational support.

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

6. Draft and translate correspondence and other materials from Arabic into English and vice-versa, Kurdish into English and vice-versa, as needed and assist with interpretation.

7. Organize and keep project files and documents according to an established filing system.

8. Ensure the implementation of IOM activities in a participatory, culturally- and gender-sensitive manner.

9. Travel on duty to Iraq, based on the needs of the programme.

10. Perform such other duties as may be assigned.

Required Qualifications

Education:

- Bachelor’s degree from an accredited university or institute in business, Administration, Social and Political Sciences with 2 years experiences in the related field.

Experience and Skills

- Minimum 3 years of related field of experience.
- Previous experiences in logistics and administration, and/or community stabilizations programs is an advantage.
- Experience in communicating and working with a wide range of people, including people of culturally diverse backgrounds.
- Experience with an international organization is an advantage.
- Familiarity with communicable disease response activities, the health sector in the region and/or other similar resources-limited contexts is an advantage.

Languages:

- Excellent command of English, Kurdish and Arabic is required.
- Any other language is an asset.
**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/programme-assistant-11](https://iraq.iom.int/jobs/programme-assistant-11)

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: 05.05.2020 to 16.05.2020