International Organization for Migration (IOM)

Project Assistant

Community Stabilization Unit

Ninawa (Sinjar)

Sub-Contract to Stars & Orbit

Equivalent to G4

Three (3) months, with possibility of extension subject to satisfactory performance and funds availability

25th March 2020

CFA2020/IRQ/090

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

Under the overall supervision of Head, Community Stabilization Unit, the direct supervision of National Operation Officer, the Project Assistant will perform the following duties:

Overall supervision of National Operations Officer

Core Functions / Responsibilities

1. Assist in the daily administrative tasks of the CSU team, including development and standardization of forms and templates (reports, questionnaires, surveys, profiles and, application, feedback and interviewing and monitoring forms)
2. Coordinate off-site trainings, workshops, field visits and other program related activities in term of logistical and operational support.
3. Liaise with other IOM staff members on administration, financial, logistics and operational matters in support of programme activities.
4. Draft and translate correspondence and other materials from Arabic into English and vice-versa, as needed and assist with interpretation.
5. 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.
6. Organize and keep project files and documents according to an established filing system.
7. Ensure the implementation of IOM activities in a participatory, culturally- and gender-sensitive manner.
8. Travel on duty to Iraq, based on the needs of the programme.
9. Perform such other duties as may be assigned by the programme management.

Required Qualifications

Education:

• Bachelor’s degree from an accredited university or institute.
Experience and Skills

- Two years of relevant field of experience.
- Experience in communicating and working with a wide range of people including people of culturally diverse backgrounds.

Languages:

- Fluency in English, Kurdish is required.
- Arabic 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/project-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: 11.03.2020 to 25.03.2020