Open to Internal and External Candidates

Position Title: Senior Programme Assistant
Organizational Unit: Returns and Recovery Unit
Duty Station: Erbil - Iraq
Classification: General Service G6
Type of Appointment: Special Short Term contract (SST)
Duration of Appointment: Six (6) months with possibility of extension
Closing Date: 20th September, 2020
Reference Code: SVN2020/IRQ/260

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:

IOM’s Return and Recovery Unit (RRU) is an actor in the recovery, reconstruction and durable solutions sector throughout Iraq. An array of activities are implemented country-wide that include livelihood, basic service rehabilitation and community engagement activities. These programmatic resources are now being brought to bear upon the problem of protracted displacement in Iraq in order to contribute to the UN’s broader search for durable solutions to displacement. Focus is oftentimes concentrated on the areas of origin of currently displaced populations but also extends to the conflict-affected governorates and areas that require investment into economic recovery and development. An expanded set of activities includes shelter and cash programmes, in addition to the common activity-set of IOM RRU.

Under the general guidance of the IOM Chief of Mission and the Head of Return and Recovery Unit (RRU), under the overall supervision of Programme Coordinator(Return & Recovery), and under the direct supervision of the National Operations Officer for Ninewa and Dohuk. The incumbent will be responsible for the core functions and responsibilities listed below

Core Functions / Responsibilities:

1. Assist the National Operations Officer and the Regional Coordinator in determining the overall allocation of targets, budget resources, and HR resources to the teams in Ninewa and Dohuk to facilitate a better programmatic approach and structure.
2. Provide coordination support between operations teams and the various technical and support functions within RRU, including Livelihood, Infrastructure and Community Engagement technical teams and MIS, Monitoring and Evaluation and Public Information support teams.

3. Assist the National Operations Officer in regard to the supervision, coordination and prioritisation of day-to-day activities and monitoring of support requests (logistics, procurement, HR, etc), ensuring information collection and drafting reports as necessary; as well as effective staff deployment, performance planning and appraisals for supervisees.

4. Coordinate with the National Operations Officer and the RRU teams in Ninewa and Dohuk on the planning and forecasting of coming activities, assisting in the regular update of a workplan and other tools used to track implementation and team performance.

5. Act as a focal point for assigned projects within Ninewa and Dohuk that require support, managing all operational and managerial aspects of the project in coordination with the National Operations Officer and the Regional Coordinator.

6. Create, roll-out and monitor a financial system for all operations within Ninewa and Dohuk that is trackable, accountable, efficient and properly coordinated with relevant colleagues and departments within IOM Iraq.

7. Collect and sort of final documents, original invoices, payment requests, red rose cards and other NW files in an organized system.

8. Ensure that the activities and financial system of RRU operations in Ninewa and Dohuk are compliant with the financial policies, procedures and directives of IOM, regularly reviewing and updating systems of Ninewa and Dohuk as required and creating internal control systems that ensure compliance at field level.

9. Oversee general administrative and logistical backstopping to operations and teams within Ninewa and Dohuk.

10. Keep staff members informed of directives, reports, status updates and other relevant information, and brings sensitive and urgent matters to the National Operations Officer and the Regional Coordinator’s attention.

11. Coordinate the workflow of the Unit and multiple and diverse activities to facilitate the timely implementation of the programmes.

12. Liaise with common services units in Resource Management, including HR, Finance, Procurement, and ICT to coordinate the relevant matters of the team’s requests.
13. Prepare procurement documentation and monitor procurement-related workflows in close coordination with the National Operations Officer.

14. Provide logistical and operational support in the coordination of off-site trainings, workshops, meetings and other programme related activities.

15. Organize trainings, workshops and roundtables as related to the programme with collecting and analysing data from workshops, trainings and meetings.

16. Any other duties that are requested.

**Qualifications.**

**Education**
- University degree in in international Relations, Law, Public Administration, Development studies or social science; with 4 years of relevant professional experience with minimum from an accredited academic institution.
- Completed High School degree from an accredited academic institution, with minimum 6 years of relevant professional experiences.

**Experience**
- Work experience in liaising with governmental authorities, other national/international institutions and NGOs, as well as experience in the region is an asset
- Good interpersonal and communication skills and 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, flexibility, tolerance and capacity to work in team
- High sense of responsibility, dedication and honesty are desirable attributes.
- Experience in working in an international environment and in liaising with a variety of partners at all levels of the hierarchy and from diverse backgrounds.
- Ability to meet deadlines and work under pressure.
- Develops / follows internal control procedures to prevent fraud and mismanagement
- Ability to work independently or with minimal supervision;
- In-depth knowledge of access routes and the humanitarian operational environment throughout Iraq;
- Previous experience in coordination with military and/or government actors;

**Languages**
- English, Kurdish and Arabic are required.

**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:** maintain 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.

- Fosters a sense of team spirit by developing a shared understanding, accountability and enthusiasm for the team’s work.
- Displays a high level of cultural awareness, sensitivity to different ways of working and leverages individual strengths in order to build a better team.
- Shares credit for team accomplishments and ensures that the contribution of others is recognized.
- Helps create a positive team spirit, putting aside personal considerations to help the team achieve its goals.

**Delivering results** produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.

- Produces high-quality results and workable solutions that meet clients’ needs.
- Anticipates constraints, identifies solutions, and takes responsibility for addressing critical situations.
- Monitors own and others’ work in a systematic and effective way, ensuring required resources and outputs.
- Aligns projects with Organization’s mission and objectives and demonstrates a good understanding of the impact of team’s and own work on external and internal counterparts.

**Managing and sharing knowledge** continuously seeks to learn, share knowledge, and innovate.

- Disseminates and shares knowledge openly and actively contributes to knowledge/network communities for topics relevant to area of expertise.
- Encourages knowledge-sharing across units/departments and ensures that knowledge is captured, recorded, and disseminated appropriately.
- Builds networks for the effective communication and exchange of knowledge and ideas and puts others into contact with various sources of knowledge.
- Contributes to an environment that is conducive to innovation and learning.

**Accountability:** takes ownership for achieving the Organization’s priorities and assumes responsibility for own action and delegated work.

- Proactively seeks responsibility in delivering towards the goals of the Organization.
- Plans and organizes work with a clear and deliberate focus, ensuring commitments are easily identified and progress is widely communicated.
- Stands by the actions of team or department, publicly accepting ownership.
- Takes responsibility of own shortcomings and those of the work unit, where applicable.

**Communication:** encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.
• Speaks and writes clearly and effectively.
• Seeks to share information with others, with due respect for diversity and the confidentiality of specific sensitive information.
• Listens and seeks to understand without bias and responds appropriately.
• Shares information and keeps others up to date; actively seeks others' views and ideas and respects their contribution.

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).

**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.

Internals of the Organization and NMS candidates, as well as external female candidates, will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

The appointment is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

**How to apply:**

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

https://iraq.iom.int/jobs/senior-programme-assistant-0

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

**Posting period:**

From 06.09.2020 to 20.09.2020