Call for CVs;
Organization or Agency: International Organization for Migration (IOM)
Position Title: Programme Support Officer (Documentation)
Organizational Unit: Migration Management Unit (MMU)
Duty Station: Home Based
Type of Contract: Consultant
Grade: Equivalent to P1
Duration of Appointment: Three (3) months with the possibility of extension
Closing Date: 07th October 2020
Reference Code: CFCV2020/IRQ/268

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 general guidance of the IOM Chief of Mission, overall supervision of the Head of the Migration Management Unit (MMU), and the direct supervision of the Migration Analysis and Information Management (AIM) Officer, the incumbent will work to ensure that the unit is applying international best practices in information management and archival systems to facilitate the accuracy, efficiency, confidentiality and reliability of the process.

Core Functions / Responsibilities

1. Assess the current MMU information management and archival practices and platforms and identify opportunities for enhanced management and maintenance, in collaboration with the AIM Officer and the Mission’s IT and Information Management Unit;
2. Propose appropriate tools, approaches and techniques that meet the unit’s information management and archival needs;
3. Consistently with IOM existing policies and regulations, propose and develop Standard Operating Procedures to determine how and when documents are created, renamed, reviewed, shared, utilized, retained and destroyed. This applies to electronic documents such as emails, Word documents, PowerPoint presentations and Excel spread sheets, as well as hard copy paper documents.
4. Develop a step-by-step plan for collection, cataloguing, utilization, retrieval and management of information and archival materials;
5. Prepare a training roadmap and conduct training for the implementation of the information management and archival system across the unit;
6. Maintain a thorough understanding of MMU-implemented programs, projects and activities and provide advice to unit staff on the use of the information management and archival system;
7. Monitor and analyze the functioning of the system to identify problems to be addressed and initiate corrective actions and follow-up, in collaboration with the AIM Officer and IT and Information Management Unit, if required;
8. Perform other duties as may be assigned.
**Required Qualifications**

**Education**
- Master’s degree or equivalent in Library and Information Science or relevant field from an accredited academic institution; or a university degree in the above fields with two years of relevant professional experience;

**Experience & Skills**
- Experience in information management and archiving.
- Experience conducting training on information management and archiving.
- Experience with digital information management platforms and databases.
- Good working knowledge and awareness of data protection regulations.
- Knowledge of UN, IOM and NGO mandates and programs in the humanitarian responses, IDPs, post conflict environment and development is an advantage;
- Experience in project development and/or M&E is an advantage;

**Languages**
- Fluency in English and Arabic is required.
- Any other language is an advantage.

**Behavioral Competencies**

**Behavioral:**
- Accountability – takes responsibility for action and manages constructive criticisms; honours commitments and delivers outputs on schedule;
- Client Orientation – Considers all those to whom services are provided to be “clients”; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems;
- Continuous Learning – promotes continuous learning for self and others;
- Communication – listens and communicates clearly, adapting delivery to the audience;
- Creativity and Initiative – actively seeks new ways of improving programs or services;
- Performance Management – identify ways and implement actions to improve performance of self and others;
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter;
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation;
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.
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-support-officer-documentation

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: 23.09.2020 to 07.10.2020