Organization or Agency: International Organization for Migration (IOM)
Position Title: Project Assistant (Community Stabilization)
Organizational Unit: Community Stabilization Unit (CSU)- Iraq
Duty Station: Ninewa (Sinjar)-Iraq
Type of Contract: Sub-Contracting (Stars & Orbit)
Grade: Equivalent to G4
Duration of Appointment: Three (3) months with possibility of extension subject to satisfactory performance and funds availability
Closing Date: 24th March 2021
Reference Code: CFA2021/IRQ/055

Context/Reporting line:
Under the overall supervision of the Head, Community Stabilization Unit, the administrative supervision of the Head of Sub Office (HoSO) and the direct supervision of the National Operations Officer, the candidate will perform the following duties:

Core Functions / Responsibilities

1. Assist in the daily administrative tasks of the Protection 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, Kurdish 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.

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.
**Required Qualifications**

**Education:**
- Bachelor’s degree from an accredited academic university or institute.

**Experience and Skills:**
- Minimum 2 years of related working experience.
- Experience in communicating and working with a wide range of actors, including people of culturally diverse backgrounds, government and authorities, humanitarian actors (UN agencies and NGOs).
- Experience working in development or humanitarian programming (specifically in International or National NGO/UN) is an asset.
- Computer literacy with specific proficiency in Microsoft applications.
- Reliable, efficient, high level of professionalism, and organizational skills.
- Good analytical skills for financial data, strong sense of details and accuracy.
- Ability to prepare clear and concise reports.

**Languages:**
- Fluency in English, Kurdish and Arabic is required.

**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.
- 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:

**While this vacancy is open to both Internals and Externals, priority shall be given to qualified Internal applicants.**

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

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: 10.03.2021 to: 24.03.2021