



International Organization for Migration (IOM)

The UN Migration Agency

Open to Internal and External Candidates

Position Title: **Emergency Support Assistant**
Organizational Unit: **Emergency**
Duty Station: **Erbil, Iraq**
Classification: **General Service, G5**
Type of Appointment: **Special Short-Term contract (SST)**
Duration of Appointment: **Three (3) months with possibility of extension subject to satisfactory performance**
Closing Date: **08th August 2019**
Reference Code: **SVN2019/IRQ/197**

Established in 1951, IOM is a Related Organization of the United Nations and as the leading UN agency in the field of migration 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. For the purpose of this vacancy, the following internal candidates who meet the eligibility criteria are considered as first-tier candidates:

- *Internal candidates on regular or fixed-term contracts should meet the minimum time in post requirement of eighteen months or more at the time of the closing of the S/VN*
- *The minimum time in post requirement is six months for such internal candidates who are incumbents of a position being advertised or confirmed for discontinuation.*
- *Internal candidates on short-term contracts should meet the minimum time in post requirement of six months or more at the time of the closing of the S/VN.*

Applications from qualified female candidates are especially encouraged, as well as the internal and external candidates are eligible to apply to this vacancy. In addition, all applicants should meet eligibility requirements for languages, education and work experience requirements as stipulated in the S/VN.

Context:

Under the overall guidance of the Senior Emergency & Programme Coordinator and the Post-Crisis Coordinator, and under the direct supervision of the National Operations Officer, the incumbent will be responsible for the following:

Core Functions / Responsibilities:

1. Assist the emergency unit and field missions with all administrative matters such as preparation of TAs, security clearances and staff movement access letters for all units,

- briefing packages for external meetings, trainings, in addition to mission agendas and appointments.
2. Prepare activity info to Shelter & NFI cluster in coordination with the emergency response team.
 3. Follow up on all Purchase Requests ensuring all necessary signatures pertaining to emergency activities are duly signed, and the procedures and administrative tasks completed.
 4. Follow up on transportations and handling workers costs for each NFI distributions/activities per each cargo movement plan and make sure to inform all relevant staffs to spend all the expenditures on time before project closure.
 5. Assist in receive and collect from IOM emergency focal points in Iraq regular information for database updates beneficiaries' lists, tracking sheets and receipts of expenses etc. to ensure all relevant activities are archived and tracked.
 6. Provide necessary information and assistance for the preparation and implementation of project activities in coordination with Information Management assistant.
 7. Request for project materials and equipment, and follow up with the procurement unit for delivery, and ensure dispatch as required.
 8. Provide informal translations of documents when necessary.
 9. Provide and follow up with PI and RART field team, the general and administrative related to the emergency projects' visibility and communication activities.
 10. Perform any other duties assigned by direct supervisor and / or Emergency and Program Coordinator.

Required Qualifications and Experience

Education

Bachelor's degree from an accredited academic institution in the relevant field as Business Administration, Management, etc., with minimum three years of relevant experience.

Experience

- Excellent communication and negotiation skills.
- Ability to present clear and concise information and report.
- Good professional presentation skills.
- Delivers on set objectives in hardship situations.
- Flexibility, tolerance and capacity to work in a team.
- Previous work experience with UN or other international NGOs an advantage.

Languages

Fluency in English, Kurdish and Arabic, both spoken and written.

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: maintains 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 1*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

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.

How to apply:

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

<https://iraq.iom.int/jobs/emergency-support-assistant>

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 25.07.2019 to 08.08.2019