



IOM International Organization for Migration

Open to Internal and External Candidates

Position Title : **Shelter Program Support Assistant**
Organizational unit : **Shelter and Settlement**
Duty Station : **Erbil - Iraq**
Classification : **General Service Staff, Grade G4**
Type of Appointment : **Special Short Term contract (SST)**
Duration of Appointment : **Six (6) months with possibility of extension**
Closing Date : **05th March 2019**
Reference Code : **SVN2019/IRQ/055**

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:

Under general guidance of the Chief of Mission (CoM) and Senior Emergency Coordinator/Head of programmes, overall supervision of Head of PRU Programme Manager (S/NFI & CCCM) and Programme Coordinator (Shelter and Settlement), the direct supervision of National Project Officer, the successful candidate will be responsible and accountable for the following activities:

Core Functions / Responsibilities:

1. Assist the Shelter Officer with all aspects of the implementation of IOM's Shelter Projects, including assisting with procurement requests/financial procedures, communications with other departments and vendors where required and disseminating information in the countrywide team.
2. Keep updated recording about the shelter expenditure.
3. Follow the status of the procurement of goods and services, finance and HR processes as per IOM procedures and visit field offices if necessary.
4. Organize and maintain file management system for all correspondence and reports related to project activities.
5. Coordinate and liaise with NFI Unit and Procurement Unit to ensure the timely delivery of goods and services for the programs in the field.
6. Coordinate and liaise with Financial Unit to ensure budget and tracking contract

- payments.
7. Maintain a register of PRs and expenditures to ensure accurate tracking of finance.
 8. In Coordination with the travel unit and admin/finance, prepare TA`s security clearance requests, visa application, hotel reservation and DSA calculations for the Program Manager and Shelter Officers.
 9. In coordination with HR, monitor staff attendance, payroll, contract expiry, and contract renewal as required.
 10. In coordination with Logistic, keep track on the PRs their delivery dates according to the assigned date by program and keep track on VRCs.
 11. Coordinate with Emergency unit for program`s mission schedules and provide necessary help,
 12. Follow up on the acquisition of access for the staffs to field and project sites.
 13. Organize and facilitate trainings, workshops and meetings for the Shelter & Settlement Unit as requested and perform the related activities.
 14. Keep track of all assets of the unit and make sure the proper handling, maintenance, and replacement as required.
 15. Assist the shelter team in reviewing project documents such as reports, contracts, schedules, BOQs, and various tracking sheets.
 16. Any other activities as assigned

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 2

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Establishes strong relationships with colleagues and partners; relates well to people at all levels.
- Is fully aware of the team purpose, respects and understands individual and collective responsibilities.
- Willingly puts in extra effort without being asked and adopts a "hands-on" approach whenever necessary to achieve team objectives.
- Coordinates own work with that of the team to meet agreed priorities and deadlines.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Produces quality results and provides quality services to clients.
- Meets goals and timelines for delivery of products or services.

- Manages time and resources efficiently, monitoring progress and making adjustments as necessary.
- Shows understanding of own role and responsibilities in relation to expected results.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Keeps abreast of new developments in own field of competence and creates opportunities for knowledge management initiatives.
- Shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
- Puts new learning into practice and draws on diverse sources of ideas and inspiration.
- Contributes to the identification of improvements to work processes and assists in implementing them
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Accepts personal responsibility for quality and timeliness of work.
- Takes ownership of all responsibilities within own role and honours commitments to others and to the Organization.
- Operates in compliance with organizational regulations and rules.
- Accepts and gives constructive criticism; acknowledges and corrects mistakes and apply lessons learned for improvement.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.
- Presents information using language and sequence of ideas that is easy for recipients to understand.
- Adapts communication to the recipient's needs, asks questions to clarify, and exhibits interest in having two-way communication.
- Encourages others to share their views, using active listening to demonstrate openness and to build understanding of different perspectives.
- Listens carefully and genuinely to the views and positions of others; acts on received information.

Education

- Bachelor's degree and 2 years of Work experience in administration, including the preparation of letters and maintenance of databases.

Experience

- Excellent communication and negotiation skills. Ability to present clear and concise information.
- Good communication and 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

- Excellent command of English, Arabic and Kurdish are required;
- Any other language is an asset.

Other

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:

<http://www.iomiraq.net/vacancies/shelter-program-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 19.02.2019 to 05.03.2019