



IOM International Organization for Migration

### Open to Internal and External Candidates

Position Title	: Senior Programme and Reporting Assistant (Migration Management)
Organizational Unit	: Migration Management Unit
Duty Station	: Erbil - Iraq
Classification	: General Service Staff, Grade G6
Type of Appointment	: Special Short Term contract (SST)
Duration of Appointment	: Six (6) months with possibility of extension
Closing Date	: 17 <sup>th</sup> October 2021
Reference Code	: SVN2021/IRQ/256

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)/(DCOM), under the overall supervision of the Head of Migration Management Unit (MMU) and the direct supervision of the Programme Officer (Migration Governance), the incumbent will be responsible for supporting and assisting the achievement of the objective and results of MMU projects in particular providing support in the areas of programme analysis and reporting.

#### **Core Functions / Responsibilities:**

1. In close collaboration with relevant staff, support the reporting and M&E processes of the MMU projects, activities and dynamics through the review and analysis of project activities reports, notes for file and other forms of quantitative and qualitative data of MMU programming.
2. Analyze qualitative data from MMU programming and develop reporting and information products, such as progress and final reports, briefing papers, governorate overviews,
3. Draft success stories for internal and external use, that demonstrate the impact of MMU programming and how it contributes to the objectives of the MMU unit.
4. Provide inputs into the design of tools and mechanisms aimed at gathering quantitative and qualitative field data and improving the reporting and M&E process of field activities.
5. Contribute to MMU efforts in development of new project ideas, concept notes and project proposals

6. Coordinate the preparation of upcoming MMU activities such as conferences, workshops, trainings and participate in field missions as required.
7. Keep abreast of the developments in the Iraqi context in the relevant thematic areas regarding Security Sector Reform, migration management, human rights protection, gender mainstreaming and other emerging, relevant topics.
8. Coordinate the storage of MMU project data in the shared folder and ensure that information is up to date and easily accessible.
9. Perform such other duties as may be assigned.

### **Qualifications.**

#### **Education**

- Bachelor's degree from an accredited academic institution, with minimum 4 years of relevant professional experiences
- Completed High School degree from an accredited academic institution with 6 years of relevant experience

#### **Experience**

- Good communication skills
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds
- Ability to handle confidential matters
- Ability to meet deadlines and work under pressure
- Strong computer background including experience with relational database and Microsoft applications such as Excel, PowerPoint, Word, and Outlook
- Personal commitment, efficiency, flexibility, and initiative to achieve results
- Experience in the areas of programme analysis and reporting
- Excellent drafting skills in English proven with examples of previous professional experience
- Experience in M&E is a distinct advantage
- Professional experience in area(s) related to migration is an advantage.
- Previous work experience with UN agencies is a distinct advantage.

#### **Languages**

- English, Kurdish and Arabic are required.
- Any other language is an advantage.

#### **Skills**

- Position specific skills, for example:
- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
- Knowledge of UN and bilateral donor programming.
- Knowledge of financial rules and regulations.
- Knowledge of International Public Sector Accounting Standards (IPSAS)

## ***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.

- 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:**

**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 a link:

<https://iraq.iom.int/jobs/senior-programme-and-reporting-assistant-migration-management>

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

### **Posting period:**

From 03.10.2021 to 17.10.2021