



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Position Title	:	Program Assistant
Duty Station	:	Jacmel, Haïti
Organizational Unit	:	Migration Health Unit
Classification	:	Consultant (Grade Equiv. G4)
Type of Appointment	:	Consultant, 3 months with possibility of extension
Estimated Start Date	:	As soon as possible
Closing Date	:	Friday, September 18th, 2015
Reference Code	:	SVN2015/021

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.

General Functions:

- Responsible for coordinating with PAP HR on the New and Renewal of Staff Contracts and other HR requirements;
- Keep track of Staff Attendance and responsible in reporting to PAP HR;
- Ensure that Records (HR, Attendance, Payroll & others) are well maintained and filed;
- Assist the Finance with the monthly payroll of the daily employees and ensure that records (Attendance Sheet & Payroll) are submitted to Accounting;
- Assist in budget estimation for activities based on proposals, contracts and on discussions with counterparts using participatory methods;
- Provide operational support to the project activities (meetings, workshops and trainings).
- Assist administration with request for payment;
- Responsible for coordinating with MSPP on the activities for the fuel consumption. Ensures records of vouchers with proper approval shall be submitted to accounting with supporting documents;

- Be available to work on weekends and public holidays in the case of an emergency and participate in regular on-call roster for weekends and public holidays;
- Perform any other duty as may be assigned.

Education and Experience:

- Secondary degree in Administration, Accounting, Finance or other related subjects. At least 3 years' experience in an Administrative and Financial position, preferably within the scope of a large development program;
- Ability to multitask, excellent organizational, administrative and financial skills;
- Willingness to assist efficiently a very busy Project in all its needs. Ability to meet deadlines work under pressure and deal with large amounts. Capacity to deliver with short notice. Good level of computer literacy, particularly (Excel, Word and Outlook Express). Personal commitment, efficiency, reliability, honesty, Punctuality, flexibility, drive for results. Ability to present clear and concise information and good communication skills and to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.

Languages:

Excellent knowledge of French and English is an advantage.

HOW TO APPLY

Interested candidates should submit a CV with three references and fill out the PHF attached, and a cover letter outlining why they consider themselves a suitable candidate for this position. **As the subject in your e-mail application, kindly state your full name and the IOM vacancy notice's reference code.**

Only qualified candidates should apply and only those who have been short-listed will be contacted. **Applications received after the deadline will not be considered.** Applications should be sent to iomhaitihrunit@iom.int.

COMMENT POSTULER

Les candidats intéressés doivent envoyer un CV avec trois références, une lettre de motivation expliquant pourquoi ils considèrent être un bon candidat pour cette position et remplir le formulaire PH en annexe. **L'objet de l'e-mail doit indiquer votre nom complet et le code de référence de l'avis de recrutement de l'OIM.**

Seuls les candidats répondant à ce profil devraient postuler et seuls ceux qui ont été présélectionnés seront contactés. **Les applications reçues après la date limite ne seront pas considérées.** Les dossiers de candidature doivent être envoyés à iomhaitihrunit@iom.int.