



IOM International Organization for Migration  
المنظمة الدولية للهجرة

**VACANCY ANNOUNCEMENT**  
**VACANCY NUMBER IRQ/057/2012**

**International Organization for Migration (IOM) Iraq Mission  
Seeks the employment of an  
IT and Information Management Assistant**

<b>Duty Station:</b>	<b>Missan</b>
<b>Position Title:</b>	<b>IT and Information Management Assistant</b>
<b>Organizational Unit:</b>	<b>ICT</b>
<b>Duration of Appointment:</b>	<b>Six (6) Months, with a possibility of extension</b>
<b>Probation Period:</b>	<b>One month</b>
<b>Position grade:</b>	<b>G3/S1</b>
<b>Type of Contract:</b>	<b>Special Short Term (SST)</b>
<b>Closing Date:</b>	<b>03 November 2012</b>

Under the overall supervision of the Chief of Mission IOM Iraq, general supervision of the Head of Regional Hub and under the functional supervision of the IT and IM Officers, the Information Technology and Information Management (IT and IM) Assistant will be responsible to perform the following duties:

- 1- Maintain the IT equipment for the users in the Satellite offices.
- 2- Maintain Internet connections for the Satellite Offices.
- 3- Plan the installation, operation and administration of the security of the various system and network components, including access to Internet, protection against viruses etc.
- 4- Provide the user support for MS Windows and MS Office, as well as for other programs used.
- 5- Maintain an accurate and up-to-date inventory of the IT equipment in the Satellite Offices.
- 6- Encode all the data of beneficiaries at the portal in English and Arabic (as require).
- 7- Prepare statistics and reports for the data encoded at satellite office.
- 8- 10. Maintain updated the portal with all the services provided to the beneficiaries in the satellite offices.
- 9- Other related duties as required

**Desirable qualifications and skills:**

The incumbent should have excellent knowledge of Windows NT server, NT networking, domain level configuration and administration. Ability to design, install and configure networks of different topologies. Thorough knowledge of Windows XP/2000/2003 configuration, troubleshooting and support. Strong working knowledge of Internet protocols, and experience in managing Internet Mail gateways. Very good knowledge, on a system administrators/engineering level (MS Exchange), configured to run over IP, telephone lines. Excellent knowledge of MS office.

1. University Degree, preferably in Computer Technology or relevant field, and/or equivalent practical experience.
2. Good speed in encoding.
3. Excellent knowledge of MS Office.
4. Knowledge in Desktop and Software support
5. Ability to prepare clear and concise reports.
6. Good interpersonal and communication skills. Flexibility, tolerance and capacity to work in a team.
7. High sense of responsibility, dedication and honesty are desirable attributes.
8. Proficiency in oral and written English and Arabic or Kurdish.
9. Ability to work under pressure with tight deadlines

**How to Apply**

**Interested applicants are requested to email their PHF & CVs to [iraqvacancy@iom.int](mailto:iraqvacancy@iom.int) by indicating the Vacancy number [IRQ/057/2012](#) before the deadline **3<sup>rd</sup> November 2012**.**

**IOM Iraq Correspondence office in Amman**

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