

UNITED NATIONS CHILDREN’S FUND, IRAQ COUNTRY OFFICE

The United Nations Children’s Fund UNICEF/Iraq Country Office, seeks qualified and experienced candidates for the following posts in Iraq. Only nationals of Iraq are eligible to apply. Closing Date of the Application is 31 may 2010.

Post Title: Senior Driver
Post Reference: HR/VN/2010/03
GS-3/Fixed Term
Duty Station: Baghdad

Purpose of post:
Under the general supervision of the Administrative Assistant, drives Representative’s/office vehicles to provide transportation to the head of office/authorized personnel and deliver mails.
Minimum Requirements
Education: Completion of secondary education. Training in minor mechanical work desirable. Should have driving license, Knowledge of local traffic codes and regulations.
Experience: Four years of experience as a driver; safe driving record.
Language(s): Fluency in English and Arabic.
Functional Competencies: Analyzing; Planning and Organizing; Researching and Learning; and Following Instructions and Procedures.
Required Skills and Knowledge: Good judgment; ability to work in an international or multicultural environment; initiative; good organization and analytical skills; good oral and writing skills; computer skills including internet navigation and common office applications are an asset.

Post Title: Administrative Assistant
Post Reference: HR/VN/2010/04
GS-5/Fixed Term
Duty Station: Baghdad

Purpose of post:
Under the general supervision of the Administrative Officer, serves as principal assistant for carrying out broad administrative support functions (maintenance of premises and equipment, travel and transportation, procurement and inventory control).
Minimum Requirements
Education: Completion of secondary education. Additional training in Business Administration is desirable.
Experience: Five years of clerical work, which should have provided a good knowledge of administration practices and procedures.
Language(s): Fluency in English and Arabic. Knowledge of local working language of the duty station an asset.
Functional Competencies: Analyzing; Planning and Organizing; Researching and Learning; and Following Instructions and Procedures.
Required Skills and Knowledge: Good judgment; ability to work in an international or multicultural environment; initiative; good organization and analytical skills; good oral and writing skills; ability to use Proms and other office software, including databases is an asset; computer skills including internet navigation and common office applications.

Post Title: Contracts Assistant
Post Reference: HR/VN/2010/05
GS-6/Fixed Term
Duty Station: Baghdad

Purpose of post:
Under the general supervision of the Contracts Officer, will be responsible for administrative and technical support to the contracting functions.
Minimum Requirements
Education: Completion of secondary education, supplemented with University level course related to commercial law.
Experience: Six years of general office administration with some practical experience in contract administration.
Language(s): Fluency in English and Arabic.
Functional Competencies: Analyzing; Planning and Organizing; Researching and Learning; and Following Instructions and Procedures.
Required Skills and Knowledge: Good judgment; initiative; good oral and writing skills; good organization and analytical skills; ability to work in an international or multicultural environment; computer skills including internet navigation and common office applications.

Post Title: Senior Budget Assistant
Post Reference: HR/VN/2010/06
GS-7/Fixed Term
Duty Station: Baghdad

Purpose of post:
Under the general supervision of the Reports Officer, performs a variety of specialized tasks in support of the preparation, monitoring, and control of the budget, involving several different sources of funds and several programmes, Maintains and runs the UNICEF Iraq budget systems in support of programme and operations budget control as per UNICEF guidelines.
Minimum Requirements
Education: Completion of secondary education preferably supplemented with University/Diploma course in Business Studies, or any other related subject.
Experience: Seven years of progressive experience in budget monitoring in support of Iraq programme of an international organization. UNICEF Iraq experience is an asset.
Language(s): Fluency in English and Arabic.
Functional Competencies: Analyzing; Planning and Organizing; Researching and Learning; and Following Instructions and Procedures.
Required Skills and Knowledge: Good judgment; ability to research, analyze, evaluate and synthesize information; initiative; good organization and analytical skills; good oral and writing skills; ability to draft clearly and concisely on technical issues with creative expression; training skills desirable; ability to work in an international or multicultural environment; computer skills including internet navigation and common office applications.

Post Title: Programme Assistant (3 Positions)
Post Reference: HR/VN/2010/07,8,9
GS-5/Fixed Term
Duty Station: One each in Baghdad, Ramadi, and Kut

Purpose of post:
Under the general supervision and technical guidance of UNICEF Programme Officer, assists in implementation and monitoring of UNICEF supported activities and provides technical assistance in support of programmes in the assigned

governorates.
Minimum Requirements
Education: Completion of secondary education, preferably supplemented by technical or university courses in a field related to the work of the organization.
Experience: Five years of progressively responsible clerical or administrative work, of which at least one year is closely related to support of programme activities.
Language(s): Fluency in English and Arabic.
Functional Competencies: Analyzing; Planning and Organizing; Researching and Learning; and Following Instructions and Procedures.
Required Skills and Knowledge: Good judgment; initiative; ability to work in an international or multicultural environment; good organization and analytical skills; good oral and writing skills; computer skills including internet navigation and common office applications.

Post Title: Programme Assistant (3 Positions)
Post Reference: HR/VN/2010/10,11,12
GS-5/Fixed Term
Duty Station: One each in Erbil, Dohuk, and Kirkuk

Purpose of post:
Under the general supervision and technical guidance of UNICEF Programme Officer, assists in implementation and monitoring of UNICEF supported activities and provides technical assistance in support of programmes in the assigned governorates.
Minimum Requirements
Education: Completion of secondary education, preferably supplemented by technical or university courses in a field related to the work of the organization.
Experience: Five years of progressively responsible clerical or administrative work, of which at least one year is closely related to support of programme activities.
Language(s): Fluency in English, Kurdish and Arabic.
Functional Competencies: Analyzing; Planning and Organizing; Researching and Learning; and Following Instructions and Procedures.
Required Skills and Knowledge: Good judgment; initiative; ability to work in an international or multicultural environment; good organization and analytical skills; good oral and writing skills; computer skills including internet navigation and common office applications.

Post Title: Programme Assistant (4 Positions)
Post Reference: HR/VN/2010/13,14,15,16
GS-6/Fixed Term
Duty Station: Baghdad

Purpose of post:
Under the general supervision of the UNICEF Programme Officer/Specialist performs a variety of information gathering, monitoring, technical and administrative services of moderate scope and difficulty, in support of programme activities.
Minimum Requirements
Education: Completion of secondary education, preferably supplemented by technical or university courses in a field related to the work of the organization.

Experience: Six year of progressively responsible clerical or administrative work, of which at least one year is closely related to support of programme activities.
Language(s): Fluency in English and Arabic.
Functional Competencies: Analysing; Planning and Organising; Researching and Learning; and Following Instructions and Procedures.
Required Skills and Knowledge: Good judgement; initiative; ability to work in an international or multicultural environment; good organization and analytical skills; good oral and writing skills; computer skills including internet navigation and common office applications.

Post Title: Senior Programme Assistant (2 Positions)
Post Reference: HR/VN/2010/17,18
GS-7/Fixed Term
Duty Station: Baghdad

Purpose of post:
Under the general supervision of the Chief of Programme, assists in implementation, monitoring and evaluation of various project components and activities including budgeting, financial transactions, accounting and monitoring of funds for the programme.
Minimum Requirements
Education: Completion of secondary education, preferably supplemented by university course in engineering (Civil/ Mechanical/Electrical) with good database skills.
Experience: Seven years of progressively responsible for administrative work of which at least two years closely related to support programme activities in WASH. UNICEF Iraq experience is an asset. Experience in post-war reconstruction work will be an asset.
Language(s): Fluency in English and Arabic.
Functional Competencies: Analyzing; Planning and Organizing; Researching and Learning; and Following Instructions and Procedures.
Required Skills and Knowledge: Good judgment; initiative; good organization and analytical skills; good oral and writing skills; ability to draft clearly and concisely on technical issues with creative expression; training skills desirable; Ability to work in an international or multicultural environment; computer skills including internet navigation and common office applications.

For more information, please visit www.iraqchildren.net.

UNICEF will conduct face-to-face interviews for all posts advertised above in the location of the position. All interviews will be conducted in English.

UNICEF IS COMMITTED TO GENDER EQUALITY IN ITS MANDATE AND ITS STAFF. WELL QUALIFIED CANDIDATES PARTICULARLY FEMALES ARE STRONGLY ENCOURAGED TO APPLY

(Only short-listed candidates will be notified)
UNICEF IS A NON-SMOKING ENVIRONMENT

إعلان

وزارة الصحة/ الشركة العامة لتسويق الأدوية والمستلزمات الطبية

يسرنا دعوتكم لزيارة موقع شركتنا على شبكة الانترنت وعلى الموقع www.kim-moh.net وموقع وزارة الصحة www.moh-gov-iq للاطلاع على المستمسكات والشروط الخاصة بالمفاتحة المدرجة أدناه:

We are pleased to invite you to visit our website (www.kim-moh.net), & the website of Iraqi ministry of health (www.moh-gov-iq) so that you can notice the conditions and the closing date for the invitation bellow:

No.	Invitation No.	Description	Open date	Closing date
1-	98 / 2010/ 167	Dressing (ضمادات)	16/5/2010	5/6/2010

ملاحظة/ في حالة مصادفة يوم الغلق عطلة رسمية فيكون اليوم التالي هو اليوم المقرر للغلق

المدير العام