



Organisation internationale pour les migrations (OIM)  
L'organisme des Nations Unies chargé des migrations

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## VACANCY NOTICE

### IOM TUNISIA: VATN2019-028

### Executive Assistant to the CoM

The UN agency for Migration – IOM Tunisia is looking for an **Executive Assistant to the CoM** according to the terms of reference stipulated below. Interested candidates are invited to submit their applications PHF/CVs and cover letter specifying the motivation for applications to [Tunisrecruitment@iom.int](mailto:Tunisrecruitment@iom.int) no later than the **19<sup>th</sup> of September 2019**; indicating the reference code in the subject.

Please note that only short-listed candidates will be contacted

<b>Position Title:</b>	Executive Assistant to the CoM
<b>Duty Station:</b>	Tunis, Tunisia
<b>Classification:</b>	G5
<b>Type of Appointment:</b>	One Year Fixed Term, with possibility of renewal
<b>Estimated Start Date:</b>	ASAP
<b>Reference Code:</b>	VATN2019-028

#### Organizational Context and Scope:

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN organization in the field of migration 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.

Under the direct supervision of the Chief of Mission (COM), the executive assistant will be responsible for providing effective and efficient secretarial and administrative support to the Office. In particular, the incumbent will assume the functions and the following responsibilities:

#### Core Functions / Responsibilities:

In particular, the incumbent will:

1. Assure the management of the administrative tasks, including planning of meetings, retention of schedules and calendars, management of phone calls intended for the Chief of Mission, registering messages and provide logistic support, by announcing and receiving visitors in the office;
2. Assure the arrangement of the CoM's duty travels including the Travel authorizations; UNDSS security clearance; hotel bookings and travel claims as needed;

3. Coordinate all correspondence, provide administrative support to Project and Resource Management staff for all official correspondence (letters, notes verbales and faxes) relative to activities, and to other administrative aspects of IOM;
4. Coordinate and/or prepare the follow-up of emails and documents for the signature of the CoM,
5. Assure the filing of official correspondence, directives and any relevant email. This also includes the maintenance of the classification system (Hard/Soft copy) and of databases of the relevant documents of IOM Tunisia;
6. Assure daily management of emails received on the standard IOM email box and dispatch requests accordingly;
7. Translate invitations, letters and short documentations from Arab to English/French and/or vice versa addressed to the COM, as needed;
8. Participate in the preparation of the national / international events, including the visits, travels and reservations of hotel;
9. Create and maintain the mission's events calendar by ensuring coordination with the Project Managers and Project staff on events planned by IOM Tunisia or events organized by other stakeholders, where IOM's attendance is required;
10. Ensure all official correspondence to Government, partners, other IOM offices is dispatched timely and effectively, including sending invitation letters, preparation for trips and arrangement of places etc;
11. Prepare visa applications forms for IOM Tunisia based staff, in coordination with Human Resources department and submit to the Ministry of Foreign Affairs for processing; and make the necessary follow-up;
12. Assure the follow-up of all Travel authorizations and the classification of the authorizations for official visits (TA) in coordination with the staff members concerned and the signatory members, assuring that security clearances are requested and received;
13. Create and maintain updated the database of IOM contacts (governmental, International organizations, donors, civil society, universities, companies, media and other stakeholders);
14. Assure the management of calls for the mission;
15. Perform such other related duties as may be assigned by CoM.

**Required Competencies:**

The incumbent is expected to demonstrate the following technical and behavioural competencies

**Required Competencies:****Inclusion & respect for diversity**

Respects and promotes individual and cultural differences.  
Encourages diversity and inclusion wherever possible.

**Integrity & 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.

**Teamwork**

Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

**Delivering results**

Produces and delivers quality results in a service-oriented and timely manner.  
Is action oriented and committed to achieving agreed outcomes.

**Managing and sharing knowledge**

Continuously seeks to learn, share knowledge and innovate.

**Accountability**

Takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.

**Communication**

Encourages and contributes to clear and open communication.  
Explains complex matters in an informative, inspiring and motivational way.

**Required Qualifications:****Education & Experience:**

- High School Degree/Certificate degree in preferably in business administration or other similar domain from an accredited academic institution and five years of relevant professional experience; or bachelor's or Equivalent or Higher degree in the above fields with three years of relevant professional experience.
- Experience in international organizations or NGO is an asset;
- Knowledge of migration issues and regulations.
- Experience working with government counterparts, UN agencies and/or non-governmental organizations
- Experience with Microsoft Office products, especially Outlook, Word, Excel and PowerPoint.

**Languages:**

Fluency in Arabic, French and English.

**Posting period:**

From **05.09.2019** to **19.09.2019**