



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Administrative Assistant to the COM**
Duty Station : **IOM Libya based in Tunis**
Classification : **General Service Staff, Grade G6**
Type of Appointment : **One-year Fixed Term**
Estimated Start Date : **As soon as possible**

Closing Date : **May 17, 2019**

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

IOM is committed to a diverse and inclusive work environment. 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 the direct supervision of the Chief of Mission (CoM), the incumbent will be responsible for the following duties:

Core Functions / Responsibilities:

1. Assist the CoM; schedule appointments, coordinate his/her agenda, type, edit business documents, receive visitors, place and screen telephone calls and answer queries with discretion;
2. Make travel arrangements for the CoM in coordination with the Country Office's Travel Unit, perform liaison duties with other Units;
3. Handle the logistics of all duty travels of the CoM by preparing TAs, security clearances, visa applications, hotel reservations, DSA calculations, medical clearances and travel expense claims;
4. Arrange meetings and events within and outside the organization, cover the logistic parts and insure their smooth running;
5. Follow-up on administrative issues pertaining to CoM's direct involvement such as document to be officially translated;
6. Assist the CoM in various events;
7. Arrange the logistics schedule of IOM conference room;

8. Handle the logistics preparation and implementation of all high management workshops, seminars and reception, in addition to assisting in the organization of other events; seminars, workshops and receptions pertaining to the activities of the Organization;
9. Organize the daily schedule of the Driver(s) and follow-up with him/her;
10. Backstop some of the administrative duties of administrative colleagues;
11. Keep lists of names, addresses and telephone numbers of government officials and members of diplomatic entities;
12. Check and update the Location List in coordination with Geneva when required;
13. Review and verify various service providers, vendors and maintenance invoices;
14. Maintain good coordination between CoM Office and other Units of the Country Office;
15. Maintain easy access and update information within and outside the Country Office;
16. Search and retrieve office files and reproduce documentation and background material for reference and action by CoM as and when required;
17. Welcome visitors and high-level delegation with courtesy and according to the protocol's rules; and,
18. Performing such duties as may be assigned by the CoM.

Required Qualifications and Experience

Education

- School diploma with at least six years of relevant professional experience; or,
- Bachelor's degree in Business Administration or related area with four year of relevant professional experience.

Experience

- Proficient in MS office applications e.g. Word, Excel, PowerPoint, Email, Outlook;
- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and client-oriented, patient with willingness to learn new things;
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage; and,
- Experience in administrative support considered an advantage.

Languages

Fluency in English and Arabic are required. Working knowledge of French is an asset.

Required 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 1*

- 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.

Other

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.

How to apply:

Interested candidates are invited to submit their updated CV with a cover letter to hrdlibya@iom.int , by 17 May 2019 at the latest, mentioning the job title in the subject line. Emails without such indication will not be considered. Only shortlisted candidates will be contacted.

Posting period:

From 03.05.2019 to 17.05.2019