



IOM International Organization for Migration

## **Vacancy Notice 2023-30 (extended) Open to Internal and External Candidates**

Position Title	: <b>Administrative Assistant (2 positions)</b>
Duty Station	: <b>Chisinau, Moldova</b>
Classification	: <b>General Staff Category, Grade G-4, UN Salary Scale</b>
Type of Appointment	: <b>Fixed term one year, with possibility of extension</b>
Estimated Start Date	: <b>ASAP</b>
Closing Date	: <b>September 07, 2023</b>

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.

IOM is committed to a diverse and inclusive environment. Well qualified candidates, particularly women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV are particularly encouraged to apply.

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 overall supervision of the Chief of Mission and direct supervision of the Resource Management Officer and, in collaboration with Office Administrative Assistant and relevant units at Headquarters and the Administrative Centres, the successful candidate will be responsible and accountable for managing the resources management functions in Moldova.

### ***Core Functions / Responsibilities:***

#### ***Required Qualifications and Experience***

1. Arrange appointments for the supervisor, receive visitors, place and screen telephone calls and respond to routine requests for information;
2. Provide office, administrative and logistics support to meetings, committees, conferences, etc.;
3. Review, record, distribute and process incoming mail and correspondence; follow-up on pending actions;
4. Respond or draft responses to standard/ routine correspondence and other communications; use word processing package to produce a wide variety of large, complex documents and reports;
5. Proofread documents and format texts for accuracy, grammar, punctuation and style, as well as for adherence to established standards;

6. Initiate general administrative tasks in the computerized financial / travel / human resources systems;
7. Make travel and hotel arrangements and prepare travel authorizations/claims for staff as required;
8. Provide assistance in the administrative processing of vacancy notices and consultants' contracts;
9. Research, compile and organize information and reference materials from various sources for reports; create spreadsheets and presentations; manage and update databases for mailing lists and other information; and maintain electronic and paper files; and,
10. Perform other duties as required.

### ***Required Qualifications and Experience***

#### **Education:**

- High school diploma with four years of relevant experience; or,
- Bachelor's degree in business administration or related fields from an accredited institution with two years of relevant professional experience.

#### **Experience:**

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook;
- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

#### **Skills:**

- Strong written and verbal communication skills;
- Excellent computer skills;
- Personal qualities include attention to detail and strong organizational skills.
- Problem—solving and critical thinking skills
- In addition, motivated and able to work effectively and harmoniously with colleagues from varied professional backgrounds

#### **Languages:**

For this position, fluency in English and Romanian is required (oral and written). Working knowledge of Russian and/or Ukrainian is desirable.

### ***Required Competencies***

The incumbent is expected to demonstrate the following values and competencies:

#### **Values**

- Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain 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.

Internals of the Organization and NMS candidates will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, security clearances, and a valid COVID certification.

Only candidates residing in the country 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, and work permit, as applicable.

### **How to apply:**

Interested applicants are invited to send the Personal History form

[https://civic.md/userfiles/attachments/14191/IOM\\_Personal\\_History\\_Form.xls](https://civic.md/userfiles/attachments/14191/IOM_Personal_History_Form.xls) and cover letter in English to: [harchisinau@iom.int](mailto:harchisinau@iom.int) .

Please, indicate the position you are applying for and reference code in the subject line of your message.

Those who applied previously will be considered and there is no need to re-apply.

Closing date for applications is **07 September 2023**.

In order for an application to be considered valid, IOM only accepts the Personal History Forms duly completed.

**Only shortlisted candidates will be contacted.**

### **Posting period:**

From 09.08.2023 to 07.09.2023