



IOM International Organization for Migration

Vacancy Notice 2023-39 Open to Internal and External Candidates

Position Title	: Senior Administrative Associate, Migration and Development
Duty Station	: Chisinau, Moldova
Classification	: General Staff Category, Grade G-6, UN Salary Scale
Type of Appointment	: Fixed term one year, with possibility of extension
Estimated Start Date	: ASAP
Closing Date	: October 11, 2023

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:

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Under the overall supervision of the Head of Migration Governance Unit, and under the direct supervision of the Migration and Development Program Coordinator, the incumbent, in collaboration with the team members and Resource Management units, will be responsible and accountable for ensuring adequate administrative and technical support for the implementation of programmatic activities within the unit's portfolio.

Core Functions / Responsibilities:

1. Act as focal point for administrative coordination of Migration and Development projects implementation, involving extensive liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, follow-up on administrative actions, etc;

2. Establish internal procedures and tracking systems for requests, financial documentation, correspondence and documents; verify that work is done in accordance with corporate standards; monitor work progress;
3. Monitor budget implementation and propose adjustments as necessary. Draft status reports, identify shortfalls in delivery, bring them to the attention of the supervisor and suggest corrective measures;
4. Compile, summarize, analyse, and present information/data on specific project topics, highlighting noteworthy issues for the consideration of appropriate parties;
5. Draft correspondence on project issues; prepare and update reports, briefing notes, graphics, statistical tables, and other forms of documentation;
6. Organize meetings, workshops and training sessions; prepare training materials, agendas, invitations and participate in the delivering of capacity building workshops; take notes and prepare minutes, and follow up on required actions;
7. Monitor, initiate and process a variety of transactions in the organization's computerized administrative systems (human resources, contracts, procurement, accounting, finance, logistics);
8. Coordinate administrative activities across the unit, including divisional issues, deadlines and other requests; plan and organize duty travels and arrange appointments, maintain unit's calendar and receive visitors;
9. Support in managing, monitoring and responding to complex information requests and inquiries, often of confidential and sensitive nature; set up and maintain files/records, ensure appropriate routing, prioritization, accuracy, informal translation and timeliness; bring complex, sensitive or priority issues to the supervisor's attention;
10. Participate in meetings and conferences; maintain effective liaison and coordination with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors, academia and other stakeholders relevant to the project.
11. Monitor work of implementing partners and report any non-compliance to the supervisor.
12. Provide inputs for the development of Standard Operations Procedures (SOP) and concept papers and provide general support for the development of new projects. Review documents and make changes to their format or style in accordance with standard practices;
13. Evaluate ongoing support requirements of the office, adapt service provision to meet changing needs and solve operational problems as required;
14. Perform other duties as required.

Required Qualifications and Experience

Education:

- Bachelor's degree in Political or Social Sciences, International Relations, Development Studies, Finance, Management, Business Administration, Migration Studies, Human Rights, Law or related fields from an accredited academic institution with four years of relevant professional experience.

Experience:

Experience in project implementation and management.

- Experience in working/liasing with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations.

- Work experience related to areas of migration and development, labour migration, migration management, including border management, counter-trafficking is an advantage.
- Prior work experience with international development and/or humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills:

- Understanding of administrative, finance and procurement processes;
- Understanding of migration governance, migration and development and integrated border management concepts;
- Knowledge of international human rights legislation, standards and practices in the migration context.

Languages:

For this position, fluency in English, Romanian (Fluent) is required. Working knowledge of Russian is an advantage.

Required Competencies

The successful candidate 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: 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 2*

- 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 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 applicants are invited to send the Personal History Form https://civic.md/userfiles/attachments/14191/IOM_Personal_History_Form.xls and cover letter in English to: hrchisinau@iom.int

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

Closing date for applications is **11 October 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 27.09.2023 to 11.10.2023