



IOM International Organization for Migration

Vacancy Notice 2023-51(extended) **Open to Internal and External Candidates**

Position Title: Administrative Assistant
Duty Station: Chisinau, Moldova
Classification: General Staff Category, Grade G-5, UN Salary Scale
Type of Appointment: One year fixed term contract, with possibility of extension
Estimated Start Date: ASAP
Closing Date: January 26, 2024

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 (CoM) and the direct supervision of the Chief Migration Health Officer (CMHO), the successful candidate will be responsible for carrying out the following duties and responsibilities in relation to the Migration Health Assessment Centre (MHAC) for the Humanitarian Medical Assistance of beneficiaries within Project "Supporting Protection, Transit, Voluntary and Informed Return and Reintegration of Eastern Partnership Citizens and Third Country Nationals affected by the conflict in Ukraine" located in Chisinau, Moldova.

The role of the administrative assistant is to support the Migration Health Assessment Clinic (MHAC) in the smooth running of its administrative duties.

Core Functions / Responsibilities:

1. Coordinate and ensure that various internal office administrative support procedures such as document tracking, filing, archiving system for medical files, blood test results and follow-ups.
2. Coordinate and maintain there is a systematic e-archiving system for medical files, blood test results and follow-ups.
3. Prepare mail out lists for the embassies; liaise with the embassies regarding the processing status of immigrants and dispatch of the documents.

4. Set up and maintain an orderly storage system for chest X-rays and keep hard copies of medical documents (informed consent, radiologist's report, sputum smear results, pregnancy test results etc).
5. Photocopy and scan medical documents as necessary.
6. Provide feedback on staff allocation to the various units within the MHAC.
7. Implement improvements to strengthen internal control mechanisms; adapt inputs for new procedure to complement or to improve existing instructions/standard operating procedures in order to achieve streamlined efficiencies.
8. Receive all completed medical deferrals/furtherance, x-rays and other documents from MHD, update the reception of the same in the database and forward to the migration health physician for clearance.
9. With the Resource Management Officer (RMO) coordinate the issuance/renewal of staff contracts, leaves, attendance records maintenance, medical and insurance monitoring, and security issues. Act as main liaison between MHD and procurement, finance, and HR units for all related activities.
10. Provide feedback on staff allocation to the various units within MHAC.
11. Maintain an inventory and organize timely, cost-effective, and appropriate procurement and storage of stationeries, IT equipment and consumables, hygiene products, medical supplies and equipment, as needed for the MHAC.
12. Coordinate the acquisition, renovation, refurbishment, and regular maintenance of the MHAC facility with the MHAC supervisor.
13. Administer the office's petty cash and submit the necessary reports to supervisor. Ensure reconciliation of service fees and bank statements.
14. Assure correctness of travel authorizations and advise on allowances for staff members leaving on duty travel.
15. In co-ordination with the RMO, participate in budget and expenditures monitoring, monthly and annual financial reporting. Collect relevant statistics and provide financial analysis, in coordination with the MHAC supervisor.
16. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education:

- Bachelor's degree in Administration Management/ Medical Administration or a related field from an accredited academic institution with at least three years of relevant working experience.
- Secondary School Diploma with at least five years of relevant working experience.

Experience:

- Knowledge and experience in administration, procurement or accounting;
- Working with refugees/migrants in a medical setting is an advantage;
- Previous working experience with NGOs or international organizations is an advantage;
- Demonstrate accuracy in handling and reporting data.

Skills:

- At least an intermediate level of MS office skills;
- Organizational skills;

- Communication skills

Languages:

For all applicants, fluency in English and local language is required (oral and written).

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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

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 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://moldova.iom.int/sites/g/files/tmzbdl1626/files/inline-files/IOM_Personal_History_Form_PDF_0.pdf and cover letter in English to: harchisinau@iom.int.

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

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

Those candidates who have already applied in response to earlier advertisement will be automatically considered and do not need to apply again.

Closing date for applications is **26 January 2024**.

Only shortlisted candidates will be contacted.

Posting period:

From 22.12.2023 to 26.01.2024