<table>
<thead>
<tr>
<th>Position Title</th>
<th>Senior Administrative Assistant</th>
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<tbody>
<tr>
<td>Duty Station</td>
<td>Geneva, Switzerland</td>
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<tr>
<td>Classification</td>
<td>General Service Staff, Grade G6</td>
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<tr>
<td>Type of Appointment</td>
<td>Fixed term, one year with possibility of extension</td>
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<tr>
<td>Estimated Start Date</td>
<td>As soon as possible</td>
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<tr>
<td>Closing Date</td>
<td>14 February 2020</td>
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**Context:**

The Intergovernmental Consultations on Migration, Asylum and Refugees (IGC) is an informal, non-decision-making forum for inter-governmental information exchange and policy debate on all issues of relevance to the management of migratory flows. Participants include 17 Participating States as well as the Office of the United Nations High Commissioner for Refugees (UNHCR), the International Organization for Migration (IOM), and the European Commission.

The Secretariat is the focal reference point for IGC participants. It maintains statistical databases and websites, gathers documentation on policy and procedures, produces studies and analytical reports, arranges consultative meetings for policy-makers and practitioners, and facilitates multi-lateral co-operation.

Under the direct supervision of the Director of the IGC Secretariat, the successful candidate will be responsible for the provision of administrative and logistical support to the IGC’s operations, encompassing, but not limited to, financial and resource management, office governance, communications and logistics.

**Core Functions / Responsibilities:**

1. Manage IGC financial reporting requirements, coordinate and review budgets, undertake financial reconciliations and acquittals, process accounts payable and manage financial records.

2. Oversee office governance arrangements, including developing governance procedures and delivering governance training as required.

3. Coordinate office business planning (strategic, operation and contingency planning) and preparing operational reports.

4. Coordinate whole of office communications, this may include information on the IGC website, IGC newsletters and other products.

5. Maintain close contacts with external stakeholders (including IGC States and IOM) to resolve issues and deliver IGC objectives.

6. Manage IGC correspondence including urgent, sensitive and complex cases.

7. Assist in organising and coordinating official meetings and functions.

8. Manage and coordinate business related travel.

9. Monitor work health and safety issues in the workplace.
10. Support incoming/outgoing staff with logistics and transition programs.

11. Perform such other duties as may be assigned.

**Required Qualifications and Experience:**

**Education**

- University degree in Business Administration or a related field from an accredited academic institution with four years of relevant experience; or,
- Completed High school/secondary school education with five years of relevant experience.

**Experience**

- Experience in delivering and coordinating the delivery of administrative services;
- Experience in preparing clear and concise written communications for a professional audience and demonstrating excellent verbal communication skills in a multilingual setting;
- Experience in applying governance best practices in an office environment;
- Experience in working in the international context, and working closely with governments, international agencies, Non-Governmental Organisations (NGOs) and other stakeholders;
- Proven ability to work effectively and harmoniously within a team of colleagues from varied cultures and professional backgrounds;
- Demonstrated initiative and high-degree of responsibility shown in the completion of assignments and projects;
- Ability to work independently under pressure (e.g. tight deadlines, environment with multiple priorities);
- Experience using enterprise resource planning systems, Microsoft Office (Word, Excel, Outlook, etc.), and web-based collaborative platforms like SharePoint and Microsoft Teams.

**Languages**

For this position, fluency in English and French is required (oral and written).

**Note**

* Please be advised that this is a local position and a prerequisite for the position is a right of residence and right to work in Switzerland at the time of application.

* General Service (GS) Category positions are normally recruited from qualified Swiss nationals or candidates residing in Switzerland or neighbouring France. Candidates may be considered if applying from another location, however they will be considered locally recruited and will not be eligible for allowances or benefits available to eligible internationally recruited staff members (such as payment of travel expenses upon initial appointment or separation, assignment grant and removal expenses).

* Preference will be given to nationals from IGC member states.

* For salary reference of GS Level 6 step 1, please click on this link: UN Salary Scale for General Service

Accredited Universities are the ones listed in the UNESCO World Higher Education Database (https://whed.net/home.php).
**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:**

- Appointment will be subject to certification that the candidate is medically fit for appointment or visa requirements and security clearances.

**How to apply:**

Interested candidates are invited to submit their applications directly to the IGC recruitment mailbox - recruitment@igc.ch by 14 February 2020 at the latest, enclosing a cover letter, a written statement addressing the selection criteria (see below selection criteria), a copy of your most updated CV/Resume, and contact details for three referees.

**Selection Criteria**

In your written statements, please include succinct, relevant examples (including level of complexity and/or scale), that support your claims. Written statements addressing the following selection criteria **should not exceed 2 pages**. Please note, the panel will not assess responses that exceed the word limit.

a) Describe a situation in which you have demonstrated your ability to provide administrative support to a busy office, including balancing competing priorities and timeframes, whilst ensuring the smooth running of multiple business functions.

b) Demonstrate your experience in budget and resource management, providing relevant financial reports to senior management, and ensuring compliance in line relevant legislation and internal policy guidelines.

c) Provide an example your ability to maintain productive working relationships with internal and external stakeholders (may include senior officials, contractors etc), including the ability to consult, negotiate and liaise effectively.
d) Demonstrate a high level of IT literacy, including proficiency with Microsoft Outlook, Word and Excel, and web-based collaborative platforms like SharePoint and Microsoft Teams.

Only shortlisted candidates will be contacted.

**Posting period:**

From 29.02.2020 to 14.02.2020

**No Fees:**

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.