

Open to Internal and External Candidates  
SVN 2023 /015/DJ

<b>Position</b>	:	<b>Senior Administrative Assistant</b>
<b>Duty Station</b>	:	Obock
<b>Classification</b>	:	General Service Staff, Grade G7
<b>Type of Appointment</b>	:	Six months with possibility of extension
<b>Estimated Start Date</b>	:	As soon as possible
<b>Reference</b>	:	SVN 2023/015/DJ
<b>Closing date</b>	:	<b>15/08/2023</b>

Established in 1951, IOM is the leading UN 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.

**Context:**

Under the overall supervision of the Chief of Mission (CoM) in Djibouti and direct supervision of MRC Manager, the successful candidate will be responsible for the following duties :

**Core Functions / Responsibilities:**

1. Manage and monitor a large and diversified volume of complex correspondence and documentation, often of confidential and sensitive nature; ensure appropriate routing, reply, prioritization, accuracy, consistency, informal translation and timeliness;
2. Serve as reference point regarding the duties of the office: answer substantive questions requiring extensive research and independently obtain clarification; draft correspondence and reply to enquiries on own initiative; provide advice on procedural and administrative requirements;
3. Conduct extensive research and prepare briefing material for the supervisor; select a variety of information from various sources and present findings in appropriate form;
4. Manage the calendar for the supervisor and schedule appointments and meetings; arrange travels and visits, notifying organizations and officials to be visited, receive visitors;
5. Interact with appropriate staff within IOM to ensure timely submission of inputs to publications, reports and other documentation; review documents and make changes to their format or style in accordance with standard practice;
6. Serve as contact person / link between supervisor and senior staff regarding office issues and information; on behalf of supervisor, keep others informed by conveying directives, reports, status updates and other relevant information; bring sensitive and urgent matters to the attention of the supervisor;
7. Coordinate the logistic arrangements of meetings with high-level officials including all preparation, delivery- and follow-up activities with internal and external partners and participants; draft briefing information to support the supervisor's participation in meetings, councils, and programme activities;
8. Coordinate, monitor and process administrative actions (human resources, contracts, procurement, accounting, finance, logistics) in IOM's computerized systems;
9. Provide expert guidance to staff on relevant administrative issues; train and coordinate other office support staff in the Office / Department; coordinate the work of office support staff;



10. Review systems and processes under area of responsibility to ensure that they meet the needs of the Department; formulate proposals for improvements; and,
11. Perform other duties as required.

### **Required Qualifications and Education and 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.
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- High school diploma with seven years of relevant experience; or,
  - Bachelor's degree in Business Administration or related fields from an accredited institution with five years of relevant professional experience.

### **Languages**

- Fluency in English and French are required.

### **How to apply:**

Interested candidates are invited to submit applications (motivation letter and CV) quoting the **SVN number** indicated above by email **[iomdjhrd@iom.int](mailto:iomdjhrd@iom.int)**

**Only shortlisted candidates will be contacted.**