



IOM International Organization for Migration

SPECIAL VACANCY NOTICE

Position	: Administrative Assistant
Organizational Unit	: Resource Management Unit
Duty Station	: Majuro, Republic of the Marshall Islands
IOM Classification	: G-4
Type of Appointment	: Special Short-Term (SST) 6 months with possibility of extension
SVN No.	: SVN MH 2024_004
Estimated Start Date	: As soon as possible
Closing Date	: 31 January 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. Internal and external candidates are eligible to apply to this vacancy. To the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the overall supervision of the Head of Sub-office and the direct supervision of Senior Administrative and Finance Assistant in Majuro, Republic of the Marshall Islands, the successful candidate will be responsible for providing administrative support to ensure efficient operation of IOM Office in Majuro, Republic of the Marshall Islands.

Core Functions / Responsibilities:

1. Assist in the day-to-day administrative activities of the sub-offices in the Marshall Islands.
2. Assist in the identification of local service providers and support the Procurement Unit in Pohnpei as requested.
3. Take up the role as petty cash custodian and handle the treasury functions in the sub-office. Assist in filing of administrative and financial documents.
4. Assist Human Resources in Pohnpei in recording absences/leaves of staff members in Marshall Islands.
5. Assist Procurement Unit in Pohnpei in monitoring the movements of IOM assets and ensure proper document is kept. Maintain an up-to-date asset inventory.
6. Assist Head of Sub Office in managing IOM vehicles (maintenance, fuel slips, log sheets compliance).
7. Maintain database of emergency numbers and contact list of staff, local, regional, international stakeholders and partners and ensure that it is kept up-to-date.
8. Support managers and employees through a variety of tasks such as: coordinating travel arrangements, whether local, regional, or international, of staff members including transportation and accommodation; and writing, processing and coordinating approval for online Purchase Requests.

9. Maintain office supplies by checking stock to determine and anticipate needed supplies, placing and expediting orders and verifying receipt of supplies.
10. Work compliance of IOM's policies and procedures including prevention of sexual exploitation and abuse and promotion of a respectful work environment.
11. Undertake duty travel in support of the project.
12. Perform such other duties as may be assigned.

Required Qualifications and Experience:

- Bachelor's degree with two years of work experience; or
- Completed secondary education with four years of work experience.
- Prior experience in administrative and secretarial work and/or office administration procedures
- Experience in preparing and writing reports and correspondence.
- Experience working in an international organization, embassy, or NGO an advantage.

Skills:

- Knowledge in using MS office programs such as Word, Excel, PowerPoint, and Outlook.
- Data entry skills
- Ability to multi-task
- High degree of attention to details
- Strong verbal and written communication skills

Languages:

Fluency in English (oral and written) is required; Working knowledge of Marshallese language is an advantage.

Required Competencies

The incumbent is expected to demonstrate the following 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.

Only candidates residing in the country of the duty station within commuting distance of the duty station will be considered.

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

Women with the above qualifications are encouraged to apply.

How to apply:

Interested candidates are invited to submit their applications via email to HRmicronesia@iom.int indicating position applied on subject line by **31 January 2024**.

In order for the applications to be considered valid, IOM only accepts applications with a cover letter not more than one page specifying the motivation for application, addressed to **Human Resources, International Organization for Migration (IOM)** and with a subject line **SVN MH 2024_004 – Administrative Assistant_ Majuro**.

All applications should include a functional email address, mobile numbers, and detailed curriculum vitae (CV).

Please note only shortlisted candidates will be contacted.

Posting period:

From 11.01.2024 to 31.01.2024