



IOM International Organization for Migration

Vacancy Notice 2022-13 Open to Internal and External Candidates

Position Title : **Office Administrative Assistant**
Duty Station : **Chisinau, Moldova**
Classification : **General Staff, Category Grade, G-4, UN Salary Scale**
Type of Appointment : **Fixed-Term one year with possibility of extension**
Estimated Start Date : **ASAP**
Closing Date : **October 02, 2022**

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) in Moldova and direct supervision of the Resources Management Officer (RMO); and, in collaboration with relevant units at Headquarters and the Administrative Centres, the successful candidate will be responsible and accountable for managing the resources management functions in Moldova.

Core Functions / Responsibilities:

1. Arrange appointments for the supervisor, receive visitors, place and screen telephone calls and respond to routine requests for information.
2. Provide office, administrative and logistics support to meetings, committees, conferences, etc.;
3. Review, record, distribute and process incoming mail and correspondence, follow-up on pending actions.
4. Respond or draft responses to standard/ routine correspondence and other communications; use word processing package to produce a wide variety of large, complex documents and reports.
5. Proofread documents and format texts for accuracy, grammar, punctuation, and style, as well as for adherence to established standards.

6. Initiate general administrative tasks in the computerized financial / travel / human resources systems.
7. Make travel and hotel arrangements and prepare travel authorizations/claims for staff as required.
8. Provide assistance in the administrative processing of vacancy notices and consultants' contracts.
9. Research, compile and organize information and reference materials from various sources for reports; create spreadsheets and presentations; manage and update databases for mailing lists and other information; and maintain electronic and paper files; and,
10. Perform other duties as required

Required Qualifications and Experience

Education:

Completed secondary education required and four years of relevant working experience; two years of working experience with a Bachelor's degree.

Experience:

Prior experience as an office assistant is a strong advantage.

Skills:

- Strong computer skills - Word, Excel and Internet.
- Organised and methodical with good interoffice skills.
- Excellent communication skills, in person and by telephone.
- Ability to work on various items at the same time.
- Personal qualities include attention to detail and strong organizational skills. In addition, motivated and able to work effectively and harmoniously with colleagues from varied professional backgrounds.

Languages:

For this position, fluency in English and Romanian are required (oral and written) Working knowledge of Russian is an advantage.

Required Competencies

The successful candidate is expected to demonstrate the following values and competencies:

Values - all IOM staff members must abide by and demonstrate these three 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 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](#) 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 **02 October 2022**, however interested candidates are strongly encouraged to apply sooner.

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

Only shortlisted candidates will be contacted.

Posting period:

From 27.09.2022 to 02.10.2022