



International Organization for Migration (IOM)
The UN Migration Agency

Vacancy Announcement

Vacancy/Reference Number: VNSA2023/13

Position Title: Senior Administrative Assistant

Position Grade: G6 (UN Salary Scale for General Staff)

Duty Station: CO Pretoria, South Africa

Appointment Type: Fixed Term Contract, with the possibility of extension

Estimated Start Date: As soon as possible

Closing Date: 25 August 2023

Context:

Under the overall supervision of the Chief of Mission (CoM) in IOM Country Office, Pretoria, South Africa and in collaboration with relevant units in the mission, at Headquarters and the Administrative Centres, the successful candidate will be responsible and accountable for managing the administrative functions in Country Office Pretoria, South Africa.

Responsibilities and Accountabilities

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; bring complex, sensitive or priority issues to the supervisor attention.
2. Provide information and guidance to staff at all levels within the organizational unit; ensure understanding of intent and deadlines.
3. Arrange appointments and duty travels, maintain supervisors calendar and receive visitors;
4. Organize high-level meetings, finalize agendas and invitations, ensure the production and distribution of documentation, take notes and prepare minutes, and follow up on required actions.
5. Organize and coordinate the work performed by other office support staff; coordinate activities across the division, including divisional issues, deadlines and other requests;
6. Establish internal procedures and tracking systems for correspondence and documents; verify that work is done in accordance with corporate standards; monitor work progress;
7. Respond to written inquiries and draft responses to non-routine questions; coordinate responses to sensitive enquiries on behalf of the supervisor;
8. Follow up on the preparation of reports, correspondence, briefing notes and other documents; review documents and make changes to their format or style in accordance with standard practices; conduct research and prepare briefing materials for the supervisor in coordination with heads of units;
9. Coordinate, monitor and process administrative actions (human resources, contracts, procurement, accounting, finance, logistics) in IOM's computerized systems;
10. Evaluate ongoing support requirements of the office, adapt service provision to meet changing needs and solve operational problems as required;
11. Ensure the initiation of a variety of transactions in the organization's computerized administrative systems; and,

12. Perform other duties as required .

Required Qualifications and Experience:

Education:

- High school diploma with six years of relevant experience; or,
- Bachelor's degree in business administration or related fields from an accredited institution with four years of relevant professional experience.

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.

- **Languages:**

Fluency in English

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.

Additional Notes:

IOM is committed to a diverse and inclusive environment. External and internal candidates are eligible to apply for this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates and will be given priority over external applicants if they meet the minimum requirements.

The appointment is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and obtains nationality ID or valid residency/work permit.

Method of application:

If you are qualified for this position, please email the following to pretoriacvs@iom.int under the REFERENCE: VNSA2023/13 in the subject line of your email:

- a. Letter of motivation
- b. Up-to-date Resume/CV
- c. Copy of ID
- d. IOM Personnel History form which can be downloaded from this website:
<https://southafrica.iom.int/careers>

When you send your application, please specify the Vacancy reference number i.e. VNSA2023/13 on the subject line of your email. It will be challenging to track your application without the reference code provided. Incomplete applications will be rejected.

Please send your applications by Friday 25th August 2023 Only shortlisted candidates will be contacted.

ENQUIRIES IN RESPECT TO THE JOB DESCRIPTION AND APPLICATION MAY BE DIRECTED TO THE SAME EMAIL ADDRESS