



Vacancy Announcement

Vacancy/Reference Number: VNSA2024/14
Position Title: Senior Administrative Assistant
Position Grade: G6 (UN Salary Scale for General Staff)
Duty Station: Cape Town, South Africa
Appointment Type: One Year Fixed Term Contract with the possibility of extension
Estimated Start Date: As soon as possible
Closing Date: 29 February 2024

Context:

Under the overall supervision of the Chief Migration Health Officer (CMHO) and direct supervision of the Senior Migration Health Physician the successful candidate will be responsible for the carrying out the following duties and responsibilities in relation to the Migration Health Assessment Centre (MHAC) in Cape Town, South Africa.

The role of the Administrative Assistant Supervisor is to support all the Administrative Assistants and ensure the smooth running of the administrative duties in the various the Migration Health Assessment Clinic (MHAC) in Cape Town.

Responsibilities and Accountabilities

The role of the Administrative Assistant Supervisor is to:

1. Coordinate and ensure that mission wide various internal office administrative support procedures such as document tracking, filing, archiving and monthly reporting are implemented in the different MHAC's.
2. Coordinate and ensure that there is a systematic e-archiving system for medical files, blood test results and follow-ups in the different MHAC's.
3. Coordinate and ensure that the MHAC's are maintaining an orderly storage system for chest X-rays and keeping hard copies of medical documents as required (informed consent, radiologist's report, sputum smear results, pregnancy test results etc.).
4. Implement improvements to strengthen internal control mechanisms; adapt inputs for new procedures to complement or to improve existing instructions/standard operating procedures in order to achieve streamlined efficiencies.
5. Provide feedback on staff allocation to the various units of MHAC.
6. With the Resource Management Officer (RMO) coordinate the issuance/renewal of staff contracts, leaves, attendance records maintenance, medical and insurance monitoring and security issues. Act as main liaison between MHD and procurement, finance and HR units for all related activities.
7. Coordinate and ensure that each MHAC is Maintaining proper inventory control mechanisms and are organizing timely, cost-effective and appropriate procurement and storage of stationeries, IT equipment and consumables, hygiene products, medical supplies and equipment, as needed for the MHAC.
8. Coordinate the acquisition, renovation, refurbishment and regular maintenance of the MHAC facility.

9. Provide MHACs with Standard Operating Procedures (SOP's) in dealing with office's petty cash, providing best practice recommendations. Supervise and monitor each MHAC's reconciliation of service fees and bank statements.
10. Assure correctness of travel authorizations and advise on allowances for staff members leaving on duty travel.
11. In co-ordination with the RMO, participate in budget and expenditures monitoring, monthly and annual financial reporting. Collect relevant statistics and provide financial analysis, in coordination with the MHAC supervisor.
12. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education:

Bachelor's degree in administration management or medical administration of a related field from an accredited academic institution.

Experience:

- Four years of relevant working experience.
- Knowledge and experience in administration, procurement or accounting.
- Working with refugees/migrants in a medical setting is an advantage.
- Previous working experience with NGOs or international organizations is an advantage.
- Demonstrate accuracy in handling and reporting data.

Languages:

- Fluency in English
- Working knowledge of local languages is desirable.

Skills:

- At least an intermediate level of MS office skills.
- Effective managerial and leadership skills.
- Organizational skills.
- Communication skills

Competencies:

The incumbent is expected to demonstrate the following values and competencies:

VALUES - All IOM staff members must abide by and demonstrate these five values:

- **Inclusion and respect** for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **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.
- **Courage**: Demonstrates willingness to take a stand on issues of importance.
- **Empathy**: Shows compassion for others, makes people feel safe, respected and fairly treated.

CORE COMPETENCIES

- **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 actions and delegated work.
- **Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring, and motivational way.

MANAGERIAL COMPETENCIES

- **Leadership:** Provides a clear sense of direction, leads by example, and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.
- **Empowering others:** Creates an enabling environment where staff can contribute their best and develop their potential.
- **Building Trust:** Promotes shared values and creates an atmosphere of trust and honesty.
- **Strategic thinking and vision:** Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- **Humility:** Leads with humility and shows openness to acknowledging own shortcomings.

Additional Notes:

- Internals of the Organization will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.
- Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.
- Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency requirements, and security clearances.

Method of application:

If you are qualified for this position, please email the following to pretoriacvs@iom.int under the REFERENCE: **VNSA2024/14** 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/vacancy>

When you send your application, please specify the Vacancy reference number i.e. **VNSA2024/14** 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 **29 February 2024**. Only shortlisted candidates will be contacted.

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