



Vacancy Announcement

Open to Internal and External Candidates

Position Title : **Administrative Clerk**
Duty Station : **Tangier, Morocco**
Classification : **Ungraded**
Type of Appointment : **Special Short term, six months with possibility of extension**
Estimated Start Date : **1st of January 2023**
Closing Date : **December 15th, 2022**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the overall supervision of Chief of Party / Head of Office (HoO) and the direct supervision of the Administrative and Finance Officer, the Administrative Clerk is responsible for these functions.

Core Functions / Responsibilities:

1. Organize and implement a filing, archiving, transportation, retrieval and tracking database and system for old documents in IOM Tangier and Tetouan.
2. Check that old documents are being filed, archived and transported in compliance with IOM and donor rules and procedures.
3. Prepare and submit IOM documents relevant to filing, archiving, transportation, retrieval and tracking system.
4. Assist in the timely and organized filing, archiving, transportation, retrieval and tracking of old documents in IOM Tangier and Tetouan.

5. Prepare and submit progress reports relevant to filing, archiving, transportation, retrieval and tracking of old documents in IOM Tangier and Tetouan, whenever requested by management.
6. Assist in liaising with colleagues in other IOM Morocco offices in obtaining required information
7. Perform consistent and appropriate actions to maintain integrity of all filing records.
8. Bring to the attention of the Administrative and Finance Officer any issues relevant to filing, archiving, transportation, retrieval and tracking of old documents in IOM Tangier and Tetouan
9. Communicate and work closely with relevant mission colleagues so that integrity of all filing records is maintained at all times.
10. Assist in the periodic asset inventory activity of IOM Tangier and Tetouan.
11. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Secondary School Diploma with specialized focus in Finance / Business Management and at least 3 years of relevant working experience, or
- Bachelor's University Diploma in Business Management, Finance, or related fields with at least 1 year of relevant working experience

Languages

IOM's official languages are English, French and Spanish. For this position, ability to communicate in Arabic, French, and English are required (oral and written). Working knowledge of Spanish is an advantage.

Required Competencies

The incumbent is expected to demonstrate the following technical and behavioural competencies

Behavioural

Accountability

1. Accepts and gives constructive criticism
2. Follows all relevant procedures, processes, and policies
3. Meets deadline, cost, and quality requirements for outputs
4. Monitors own work to correct errors
5. Takes responsibility for meeting commitments and for any shortcomings

Client Orientation

1. Identifies the immediate and peripheral clients of own work
2. Establishes and maintains effective working relationships with clients

3. Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries
4. Keeps clients informed of developments and setbacks

Continuous Learning

1. Contributes to colleagues' learning
2. Demonstrates interest in improving relevant skills
3. Keeps abreast of developments in own professional area

Communication

1. Actively shares relevant information
2. Clearly communicates, and listens to feedback on changing priorities and procedures
3. Writes clearly and effectively, adapting wording and style to the intended audience
4. Listens effectively and communicates clearly, adapting delivery to the audience

Planning and Organizing

1. Sets clear and achievable goals consistent with agreed priorities
2. Identifies risks and makes contingency plans
3. Adjusts priorities and plans to achieve goals
4. Allocates appropriate times and resources for own work and that of team members

Professionalism

1. Persistent, calm, and polite in the face of challenges and stress
2. Treats all colleagues with respect and dignity
3. Works effectively with people from different cultures by adapting to relevant cultural contexts
4. Knowledgeable about and promotes IOM core mandate and migration Solutions

Teamwork

1. Actively contributes to an effective, collegial, and agreeable team environment
2. Contributes to, and follows team objectives
3. Seeks input and feedback from others
4. Takes joint responsibility for team's work

Technological Awareness

1. Learns about developments in available technology
2. Proactively identifies and advocates for cost-efficient technology solutions
3. Understands applicability and limitation of technology and seeks to apply it to appropriate work

Technical

1. Very good filing, tracking and document organization and reporting skills.
2. Knowledge and experience with implementing of filing system best practices and procedures.
3. Knowledge and experience with implementing of asset inventory system best practices and procedures.
4. Strong sense of details and accuracy in filing and asset inventory management matters
5. Commitment to continuous learning, efficiency, flexibility and a drive to deliver timely results
6. High level of computer literacy to include experience in computerized accounting systems
7. Good knowledge of MS Office with excellent knowledge of MS Excel and Word

8. Good communication and inter-personal skills

Other

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 and verification of residency, visa and authorizations by the concerned Government, where applicable.

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 candidates are invited to submit their CV/Resume to iomrecrutetanger@iom.int by December 15th, 2022 midnight at the latest, referring to this advertisement.

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

Posting period:

From 01.12.2022 to 15.12.2022