



International Organization for Migration (IOM)

The UN Migration Agency

## SVN 2024 / 001

### Open to Internal and External Candidates

Position Title : **Admin Assistant - MDG**  
Duty Station : **Rabat, Morocco**  
Classification : **G4**  
Type of Appointment : **Special Short Term (6 months) with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **February 11, 2024**

*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 has been present in Morocco since 2001, and opened the mission in Rabat in 2007.*

Through the promotion of international dialogue on migration and the development of partnerships with institutions, authorities, NGO's and the private sector, the Migration, Development and Governance (MDG) Unit implements projects related to the integration of migration into national and local development policies and strategies , the employability of migrants, the strengthening of human capital through labor migration programs, the engagement of the diaspora with the country of origin, the migration environment and the link with climate change. In addition, the Unit has produced data and research focused on policies related to the migration context in Morocco.

For several years, IOM has been involved in numerous projects in the field of Migration, Governance and Development, specializing in strategic areas such as facilitating and supporting authorities on the deployment of migration strategies and initiatives by providing assistance, guidance, and resources to ensure the effective management of migration at local and national level. Also, IOM engagement extends to specific focus areas including but not limited "Labor Migration and Social Inclusion (LMI)", "Fair recruitment" but also "Diaspora". It is in this context that IOM Morocco implements various projects aimed at promoting the access to basic services, the socio-economic integration of migrants in Morocco and the commitment of Moroccan citizens in the world, through the production of knowledge and capacity building of relevant actors, such as the private sector, public institutions, and civil society.

## **Context:**

Under the overall supervision of the Head of Programmes and the direct supervision of the Programme Officer - Migration, Development and Governance (MDG), working closely with the Migration and Development unit (M&D) and other relevant colleagues in the Mission, the successful candidate will be responsible for providing effective and efficient financial and administrative support to the Migration and Development Unit and relevant projects. The work of the Admin Assistant will as follow:

## **Core Functions / Responsibilities:**

- 1) Support the MDG unit in the overall implementation, monitoring and reporting of the activities related to Migration Development and Governance, in compliance with IOM's standards and procedures, as well as donors administrative, legal and procedural requirements.
- 2) Assist the organization and participation in meetings with key stakeholders (local Government institutions, CSOs, etc.) and the private sector, inter alia, taking minutes of the meetings, brief notes/notes for the file, concept notes and other documents in French and English.
- 3) Contribute to the production of communication materials aimed at informing the general public of the activities carried out by the MDG department.
- 4) Contribute to the smooth daily running of all administrative functions in a timely fashion, and in accordance with IOM's regulations and procedures.
- 5) Support the timely coordination of the financial aspects of the activities related to MDG including contracts with service providers, procurement of required items, processing of payments, submission of reports and all related documentation, and ensuring the timely payment to all suppliers.
- 6) Follow-up on documents (including purchase requests, purchase orders, requests for payments, vouchers, HR forms) and correspondence for signature, and liaise with IOM staff as needed.
- 7) Assist in creating and maintaining a proper documentation and systematic tracking and filing systems of administrative documents including the maintenance of the classification system (Hard/Soft copies) and databases of the relevant documents.
- 8) Arrange the MDG Unit project staff duty travels including the preparation of the Travel Authorizations; assure that Security Clearances are requested and received; book hotels and transport and prepare and submit to finance travel claims and follow up about their payment.
- 9) Prepare communication tools as well as work on all other tasks related to the production of visibility materials.

- 10) Coordinate the logistics and prepare the organization for all the events planned within the framework of the projects.
- 11) Any other task that may be assigned by the supervisor.

## ***Required Qualifications and Experience***

### **Education**

- Holding a bachelor's degree in social sciences, political science, international relations, development cooperation, migration, human rights, law, or a related field with two years of professional experience in the aforementioned areas.
- Or a high school diploma with four years of relevant professional experience.

### **Experience**

- Experience in development and migration, with particular interest in labor migration, integration policies, strategies, program development and implementation
- Experience in collaborating with government authorities, national/international institutions, United Nations agencies, and non-governmental organizations in a multicultural setting is an advantage.  
Experience in project management, monitoring, and evaluation.

### **Skills**

- Knowledge and experience in working with PRIMA and PRISM is an advantage.
- Computer skills, especially in MS Office applications such as MS Word, MS Excel, MS PowerPoint, MS Teams and web related tools.
- Good knowledge/practice of Monitoring & Evaluation (M&E) tools.
- Excellent communication skills.
- Ability to work in a multicultural environment.
- Analytical and synthesis skills.
- Team spirit and the ability to work independently.
- Be prepared to work flexible hours.

### **Languages**

IOM's official languages are English, French, and Spanish.

#### **REQUIRED**

For this position, fluency in French and English is required (oral and written).

#### **DESIRABLE**

Working knowledge of Arabic

## **Required 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** - 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.

### **How to apply:**

Interested candidates are invited to submit their applications (CV/Resume + Cover Letter + 2 referees “current and previous direct supervisors”) to [aimrecrute@iom.int](mailto:aimrecrute@iom.int), by February 11<sup>th</sup>, 2024 at the latest, referring to this advertisement. The application email subject should be « **Admin Assistant MDG**».

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

Only shortlisted candidates will be contacted.

### **Posting period:**

From 29.01.2024 to 11.02.2024