



International Organization for Migration (IOM)  
The UN Migration Agency

## VN 2024 / 012

### Open to Internal and External Candidates

Position Title : **Senior Administrative Assistant**  
Duty Station : **Rabat, Morocco**  
Classification : **G6**  
Type of Appointment : **Fixed term, one year with possibility of extension**  
Estimated Start Date : **As soon as possible**

Closing Date : **May 28<sup>th</sup>, 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.*

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 the Head of Resources Management and direct supervision of the Human Resources Officer, the successful candidate will be part of the Administrative Support Unit which is responsible for the administrative duties within the Country (main) Office. S/he will carry-out the following duties.

### **Core Functions / Responsibilities:**

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's 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 supervisor's (namely Chief of Mission) 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; provide informal translations into another official language;
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.

### **Skills**

- Proficiency in Microsoft Office tools (Word, Excel, Outlook, Teams).
- Good knowledge of SAP is an advantage.
- Ability to work in a multicultural environment.
- Team spirit and the ability to work independently.
- Be prepared to work flexible hours.

## Languages

For this position, fluency in French and English is required (oral and written). Working knowledge of Arabic is highly desirable.

## Required 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.
- 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 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.

## 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 applications (CV/Resume + Cover Letter + 2 referees "current and previous direct supervisors") to [aimrecrute@iom.int](mailto:aimrecrute@iom.int), by May 28<sup>th</sup>,

2024 at the latest, referring to this advertisement. The application email subject should be « **Senior Administrative Assistant** ».

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

Only shortlisted candidates will be contacted.

***Posting period:***

From 12.05.2024 to 28.05.2024