



International Organization for Migration (IOM)
The UN Migration Agency

JR 19326

Open to Internal and External Candidates

Position Title : **Administrative Associate**
Duty Station : **Rabat, Morocco**
Classification : **G5**
Type of Appointment : **Fixed Term, 12 months subject to funding confirmation**
Estimated Start Date : **As soon as possible**
Closing Date : **March 5th, 2026**

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 human resources and administrative department, and responsible for the administrative duties within the Country Office. S/he will carry-out the following duties :

Core Functions / Responsibilities:

1. Assist in the management of the administrative tasks, including organizing and writing minutes of meetings, retention of schedules and calendars, management of phone calls intended for the mission, registering messages and provide logistic support, by announcing and receiving visitors in the office.
2. Manage the arrangement of the CoM's duty travels including the Travel Requests (TR) in coordination with STC (Staff Travel Coordination) as needed; UNDSS security clearance; hotel bookings and Travel Expenses Claims (TEC) as needed.
3. Coordinate all correspondence, provide administrative support to Programme and Resource Management staff for all official correspondence (letters, notes verbales and faxes) relative to activities, and to other administrative aspects of IOM.
4. Draft, coordinate and/or prepare the follow-up of emails and documents for the CoM.

5. Maintain an efficient filing system for official correspondence, directives, and any relevant emails. This also includes the maintenance of the classification system (Hard/Soft copy) and of databases of the relevant documents of IOM Morocco.
6. Perform daily management of emails received on the standard IOM Morocco (Rabat) email box and dispatch requests accordingly.
7. Informally translate invitations, letters, and short documentations from Arab to English/French and/or vice versa addressed to the CoM, as needed.
8. Contribute to the preparation of the national / international events, including the visits, travels, and reservations of hotel, as needed in collaboration with procurement team.
9. Develop and update the mission's events calendar through effective coordination with Project Managers and project staff regarding events initiated by IOM Morocco, as well as those organized by external stakeholders that necessitate IOM's participation.
10. Ensure all official correspondence to Government, partners, other IOM offices is dispatched timely and effectively, including sending invitation letters, preparation for trips and arrangement of places etc.
11. Assist, as per request, in preparing visa applications document (notes verbales, invitation letters) for IOM Morocco staff and handle diplomatic card documents processing (for international staff), in coordination with human resources department/concerned staff and submit to the Ministry of Foreign Affairs for processing; and make the necessary follow-up.
12. Create and maintain updated databases of IOM contacts (governmental, international organizations, donors, civil society, universities, companies, media and other stakeholders).
13. Perform such other related duties as may be assigned by the supervisor.

Required Qualifications and Experience

Education

- High school diploma with five years of relevant experience; or,
- Bachelor's degree in Business Administration or related fields from an accredited institution with three 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

- Emotional intelligence with effective communications skills.
- Good ERP knowledge (Oracle, SAP) is an advantage.

- Ability to work in a multicultural environment.
- Team spirit and ability to work independently.
- Be prepared to work flexible hours.

Languages

- Fluency in French and English is required (oral and written).
- Working knowledge of Arabic is desirable.

Required Competencies

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

Values - All IOM staff members must abide by and demonstrate these three 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 + Cover Letter + 2 referees "current and previous direct supervisors") to [Administrative Associate - IOM Careers](#), by 5th March 2026 at the latest.

In order for an application to be considered valid, IOM only accepts online profiles duly completed. **Foreign applicants are kindly ask to provide a copy of their residence permit.**

Only shortlisted candidates will be contacted.

Posting period:

From 19th February to 5th March 2026