

## Special Vacancy Notice 2022- 47

### Open to Internal and External Candidates

Position Title	: Admin Assistant
Duty Station	: Budapest, Hungary
Classification	: UG- All inclusive
Type of Appointment	: Special Short Term (SST), 5 months (with possibility of Extension)
Estimated Start Date	: As soon as possible
Closing Date	: 29 November 2022

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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 direct supervision of the Assistant to the Head of Office and the overall supervision of the Head of Office, the incumbent is working on administrative related activities.

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

1. Provide general secretarial assistance to the Head of Office
2. Support the Head of Office in managing agendas, arrange meetings and appointments and assist with travel preparations
3. Keep minutes of meetings, etc.
4. Assist with planning and logistics for the organization of meetings, when required, and welcome and record personnel visiting the IOM premises.
5. Provide administrative support to conferences / meetings / trainings and other internal and external events
6. Support internal coordination and information flows to ensure fully informed decisions are made.

7. Support the onboarding of staff under the direct supervision of the Head of Office
8. Provide administrative support to internal approval workflows
9. Support the preparation and registration of written exchanges with partner organizations
10. Update contacts lists
11. Perform any other duties as may be assigned.

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

#### **Education**

- University Degree in Social Science and Humanities Study or another relevant field is required

#### **Experience**

- Experience with similar roles for tasks of a similar nature to this assignment

#### **Skills**

- Strong communication skills with the ability to effectively and persuasively present information in a variety of settings and formats.
- Familiar with human rights and protection principles.
- Knowledge of Microsoft Office, with proven experience in Word and Excel.
- Good administrative and organizational skills
- Good command of MS Office package – certification an asset
- Driving licence B advantageous.

#### **Language skills**

- Fluency (oral and written) in Hungarian and English is required.
- Any other IOM official language would be considered as advantageous.

### ***Required Competencies***

The incumbent is expected to demonstrate the following values and 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.

### **Core Competencies – behavioural indicators**

- 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

IOM's competency framework can be found at this [link](#).

### ***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.

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Hungary will be eligible for consideration.

As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of vaccination against COVID-19.

### ***How to apply:***

All applications consisting of the CV and a motivation letter in English should be addressed to [iombudapesthr@iom.int](mailto:iombudapesthr@iom.int) quoting the above vacancy notice number.

IOM only accepts duly completed applications.

Only shortlisted candidates will be contacted.

### ***Posting period:***

From 15 -29 November 2022