



Special Vacancy Notice 2023-01

Open to Internal and External Candidates

- Position Title : **Office Assistant**
- Duty Station : **Budapest, Hungary**
- Classification : **G4**
- Type of Appointment : **Special Short Term (SST), 5 months with possibility of extension**
- Estimated Start Date : **As soon as possible**
- Closing Date : **30th January 2023**

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 the Head of Office of the IOM country office in Hungary, and direct supervision of National Resources Management Officer, the incumbent will be responsible for the efficient running of the office through the provision of a variety of administrative duties that support staff services for the IOM office in Hungary.

Core Functions / Responsibilities:

The Office Assistant's duties will include:

1. Ensure an office environment that is conducive to operational needs.
2. Collect, stamp, register and distribute daily the incoming and outgoing mail, parcels, pouches and other communications, including from and to the post office,

- government agencies and other institutions; direct and forward those to relevant units/persons via ensuring proper tracking system.
3. Ensure IOM vehicle maintenance and service intervals are undertaken regularly.
 4. Ensure proper filing and registry of both incoming and outgoing letters and maintain office files and reference systems according to standard procedures;
 5. Receive all incoming telephone calls and direct, record and relay messages to the relevant units/persons. Maintain updated phone directory of IOM in Hungary.
 6. Follow up with the central electronic mailbox account of IOM Hungary and ensure proper and timely redistribution of mails received.
 7. Provide support in procurement and office management activities including catering and meeting room management as and when assigned.
 8. Assist with the logistics for the organization of meetings, when required, and welcome and record personnel visiting the IOM premises.
 9. Keep the office equipment and furniture inventory up-to-date and according to IOM regulations; and assist in assets management and tagging.
 10. Act as the office's focal point vis-à-vis landlord and utility companies as well as storage facilities.
 11. Support the Resources Management Unit in its filing and administrative tasks.
 12. Any other tasks as may be required.

Required Qualifications and Experience

Education

- University degree in Business Administration, Marketing, Logistics or a related field from an accredited academic institution with at least two year of relevant professional experience; or
- High school graduate with at least four years of relevant professional experience.

Experience

- Progressive experience in a similar function;
- Experience working in international organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage

Skills

- Knowledge of the IOM regulations related to logistics/ procurement is an asset;

- Experience in Administrative functions required
- Proficient in a Microsoft Office environment, including use of Microsoft Excel Word and comfort with learning new software;
- Knowledge of and experience using SAP is an advantage.

Language skills

- English and Hungarian (fluent)
- Any other language would be considered as advantageous

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.

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.
- 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.

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 quoting the above vacancy notice number.

Closing date: 11:59 (local time in Hungary), 30th January 2023.

No late applications will be accepted.

IOM only accepts duly completed applications.

Only shortlisted candidates will be contacted.

Posting period:

From 23 January 2023 to 30 January 2023