



Special Vacancy Notice 2023-32

Open to Internal and External Candidates

Position Title : **Executive Assistant**
Duty Station : **Budapest, Hungary**
Classification : **UG**

Type of Appointment : **Special Short Term (SST), until 31st of July 2023, with possibility of extension**

Estimated Start Date : **As soon as possible**

Closing Date : **10th May 2023**

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 Head of Office and in close collaboration with relevant units within the organization, the Executive Assistant will be responsible for providing comprehensive secretarial and administrative support to the Head of Office. This includes managing their agenda, coordinating meetings and travel arrangements, handling confidential correspondence and documentation, and maintaining an archive of key documents. The Executive Assistant will also be responsible for coordinating high-level meetings and events, managing databases of contacts, and providing general administrative support to the office. The position requires excellent organizational and communication skills, the ability to work under pressure, and a high degree of confidentiality and discretion.

Core Functions / Responsibilities:

- I. Provide comprehensive secretarial support to the Head of Office, including managing their calendar and correspondence.

2. Handle and monitor all incoming and outgoing correspondence and documentation, often of confidential and sensitive nature, ensuring uncompromised integrity and confidentiality. This includes routing, prioritizing, informal translation, and ensuring timely responses.
3. Follow up with relevant units to ensure timely submission of meeting/briefing notes and background documents ahead of the Head of Office's meetings.
4. Coordinate all internal staff meetings, including developing and maintaining monthly/weekly schedules as necessary, sending out notices/invitations, and following up to ensure participation of relevant staff. Organize the meetings and take notes/minutes when required. Assist in following up on action points discussed at the meetings.
5. Maintain and update the archive of key documents, communications, and presentations to ensure institutional memory.
6. Keep track of senior-level external and inter-agency meetings and coordinate with relevant units to ensure IOM's participation, with close follow-up with the meeting organizers. Ensure relevant staff attending the meeting provide Notes for File.
7. Maintain an updated database of profiles of UN agencies, high-level partners, and donors, including their detailed addresses, email, and telephone lists.
8. Review and provide feedback on correspondences and documents before submission for the Head of Office's signature and make follow-up when required.
9. Proactively communicate with the Head of Office on their appointments/meetings and manage their professional agenda.
10. Manage the Head of Office's travel arrangements in coordination with relevant units, including flight and hotel bookings, expense claims, and obtaining necessary visas and security clearances. Coordinate with different departments in the mission and ensure Head of Office's travel plans are prepared and communicated to relevant bodies on a timely basis.
11. Coordinate the logistic arrangements of meetings with high-level officials, including all preparation, delivery, and follow-up activities with internal and external partners and participants. Consolidate the event and/or meeting folder to support the supervisor's participation in meetings, councils, and programme activities.
12. Plan and organize hospitality events such as working lunches, receptions, and dinners organized by the Head of Office in coordination with relevant units.
13. Welcome and record personnel visiting the IOM premises.
14. Provide administrative support to conferences/meetings/trainings and other internal and external events.
15. Support the preparation of background materials, talking points, etc., in relation to

- events/meetings the Head of Office needs to attend.
16. Support internal coordination and information flows to ensure fully informed decisions are made.
 17. Support the onboarding of staff under the direct supervision of the Head of Office.
 18. Update the Business Continuity Plan.
 19. Perform any other duties as may be assigned by the Head of Office.

Required Qualifications and Experience

Education

- Bachelor's or Equivalent degree in Business Administration or related fields from an accredited institution with four years of relevant professional experience; or
- High school diploma with six years of experience in administration, secretariat or,

Experience

- Work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.
- Experience in writing clearly and effectively in Hungarian and in English, adapting wording and style to the intended audience.
- Experience liaising with governmental offices.
- Experience organizing professional events

Skills

- 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,
- High level of interpersonal communication and negotiation skills; commitment, efficiency, flexibility, drive for results,
- Demonstrated ability of working effectively and harmoniously with colleagues from varied cultures and professional backgrounds to achieve desired goals.
- Clearly communicates, and listens to feedback on, changing priorities and procedures

Languages

- Native Hungarian and excellent English
- Knowledge of any other language is an advantage

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 *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.

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: 23:59 (local time in Hungary), 10th of May 2023.

No late applications will be accepted.

IOM only accepts duly completed applications.

Only shortlisted candidates will be contacted.

Posting period:

From 04.05.2023 to 10.05.2023.