



International Organization for Migration (IOM)

The UN Migration Agency

Open to Internal and External Candidates **SPECIAL VACANCY NOTICE**

Position Title : **Administrative Clerk (GMDAC)**
Duty Station : **Berlin, Germany**
Reference Code : **SVN-DE1-2018-03**
Classification : **General Service Staff, Grade G3**
Type of Appointment : **Special Short Term Contract (Until 31.December 2018)**
Estimated Start Date : **May 2018**
Closing Date : **17 April 2018**

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.

Context:

Under the overall guidance of the Director of the GMDAC and direct supervision of the Senior Analyst, the Administrative Clerk GMDAC will be responsible for the following activities:

Core Functions / Responsibilities:

- Coordinates travel arrangements and expense claims for the Director of GMDAC and the Senior Analyst and performs appropriate coordination duties with other units;
- Supports the processing of travel authorizations in line with travel entitlements for staff, consultants, and meeting participants, ensuring that travel arrangements follow the IOM instructions of the most direct and economical route;
- Pre-screens the travel expense claims and supporting documentation of all GMDAC staff for completeness, accuracy, reasonableness, validity and conformity with IOM rules, and forwards these for further processing and payment to the Accounting unit in the Mission;
- Arranges external and internal appointments / meetings and maintains the Director of GMDAC calendar, receives visitors and arranges catering as necessary, takes minutes and/or notes at meetings as required;
- Supports the administrative management of the GMDAC components of the project "Safety, Support and Solutions in the Central Mediterranean Route" funded by UK Aid;

- Supports in distributing organizational and project-related publications, reports, and materials to relevant stakeholders (other projects, donors, government agencies, etc)
- Assists in organizing project events, workshops, meetings, and seminars in collaboration with internal IOM units and external stakeholders;
- Undertakes general office organization, including backstopping ordering of office supplies.
- Receives and screens GMDAC telephone calls and answers queries or route calls to the Director of GMDAC and/or appropriate departments in the Organization;
- Creates and maintains contact directories for GMDAC of counterparts, stakeholders and partners;
- Perform such other duties as may be assigned by the Director of GMDAC and the Senior Analyst.

Required Qualifications and Experience

Education

- University degree in Business/Public Administration or a related field from an accredited academic institution, with one year of relevant professional experience, preferably in similar roles;

OR

- Completed High School degree from an accredited academic institution, with three years of relevant professional experience, preferably in similar roles.

Experience

- Strong communication skills including experience as administrative assistance.
- Excellent drafting and reporting skills in German and in English;
- Working experience in office management an advantage.
- Financial knowledge including travel administration, procurement and general administrative matters an advantage.
- Demonstrated proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint as well as Outlook is required.

Languages

Fluent knowledge of spoken and written English and German. Knowledge of other official IOM language an advantage.

Required Competencies

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders;
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;

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 Germany will be eligible for consideration.

How to apply:

Interested candidates are invited to submit their application including a cover letter not exceeding more than one page, CV and relevant certificates and references by email to HRDGermany@iom.int. Due to the volume of applications received, IOM Germany Human Resources will not be able to respond to all inquiries about the application status and will only contact shortlisted candidates.

Posting period:

From 03 April 2018 to 17 April 2018