



International Organization for Migration (IOM)

The UN Migration Agency

Open to Internal and External Candidates VACANCY NOTICE

Position Title : **Chief of Mission Assistant**
Duty Station : **Berlin, Germany**
Reference Code : **VN-DE1-2018-11**
Classification : **General Service Staff, Grade G4**
Type of Appointment : **One Year Fixed Term**
Estimated Start Date : **01.04.2018**
Closing Date : **15 March 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 direct supervision of the Chief of Mission (CoM) the incumbent will provide administrative support to the CoM in the day-to-day management for the mission.

Core Functions / Responsibilities:

- Arranges meetings and appointments for the CoM with interlocutors often of high level. Establishes agenda for CoM's visitors, meetings/round table discussions and other events;
- As and when assigned by the CoM, attends to the preparation of national/international meetings conferences and visits to IOM Germany, including the organization of the agenda with external interlocutors and travel arrangements, as well as the itinerary of IOM visitors. Welcome callers and visitors, relay messages from/to CoM, create and ensure proper update of the visitor's file;
- Assists in preparing briefing points, presentations, speeches and other background information in preparation of meetings and conferences;
- Organizes filing system, maintains and updates CoM data files following IOM guidelines;
- Prepares reports, briefings and background information on regular basis or as requested by the CoM;
- Ensures record keeping and maintenance of all relevant correspondence. Keep mailing list and contact database updated;

- Ensures proper follow up of external/internal requests sent by email, mail or fax, through coordination and/or signature of the CoM. Ensures proper distribution of e-mails addressed to IOM Germany;
- Draft meetings reports and minutes; routine correspondence, type letters, reports, memoranda, faxes as well as IOM documents and forms related to IOM operational and administrative matters. Format and file correspondence, proofread reports and documents prepared by the staff;
- Files all IOM General Instructions, records of meetings and reports sent by IOM Germany; compiles information material and other documentation as requested by Headquarters and/or other IOM missions; Assists the CoM in drafting Mission papers and/or reports as required or at the request of other Missions/HQ;
- Maintenance of rosters of all the partners including high-level partners (Governments);
- Assists to eliminate communication bottlenecks in the office and streamline office procedures between the CoM's office and subordinate division;
- Performs any other duties as assigned by the CoM.

Required Qualifications and Experience

Education

- University degree (BA) in Political or Social Sciences, Public Administration, International Relations, Information/Communication Sciences 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

- Excellent drafting and reporting skills in German and in English;
- Working experience in administration and advantage.
- Strong communication skills;
- Demonstrated proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint as well as Outlook is required.
- Confirmed interest in migration and in the functioning of an international organization;
- Experience in working in an international environment is a distinct advantage.

Languages

Fluent knowledge of English and German; knowledge of other official IOM language is 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;
- 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 (max.5MB). 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 01 March 2018 to 15 March 2018