



SHORT VACANCY NOTICE

Open to Internal and External Candidates

Position	Executive Assistant
Duty Station	Banjul, The Gambia
IOM Classification	G5 – GMD 34,955.25 per month
Type of Appointment	Special Short-Term (SST) Graded Contract (6 Months with possibility of Extension)
SVN No.	SVN 002/2024
Estimated Start Date	As soon as possible
Closing Date	29 th March 2024

IOM is committed to a diverse and inclusive environment. Internal candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Established in 1951, IOM is the UN Migration Agency and 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.

Under the direct supervision of the Chief of Mission and working in close coordination with the Resources Management Officer and the National Human Resources Officer the successful candidate will be responsible for providing administrative and program support to the Office of the Chief of Mission and administrative support to the Human Resources Unit.

Core Functions / Responsibilities:

The scope of work will include and not limited to:

Provide support to the Office of the Chief of Mission by:

- Provide support to the Office of the Chief of Mission by organizing meetings for the Chief of Mission and maintaining the Chief of Mission's calendar, receiving high ranking visitors, placing, and screening telephone calls and answering enquiries.



- Assist with meetings by taking responsibility for finalization of the meeting agenda and invitations, the production and distribution of documentation, and preparation of minutes of meetings.
- Distribute meeting reports and information and follow-up on required actions.
- Assist with the administrative work of the office of the Chief of Mission including establishing internal procedures and filing/tracking systems for correspondence and documents, receiving, screening and registering correspondence and documents.
- Collect and prepare briefing materials for Chief of Mission concerning official trips or special meetings. Undertake travel arrangements for Chief of Mission, including arranging itinerary, visas, and hotel reservations. Ensure offices are informed of travel arrangements and requirements and Chief of Mission is briefed of important developments upon their return.
- Keep abreast activities of importance, latest policies, procedures and organizational changes affecting the Office of the Chief of Mission.
- Prepare correspondence for the Chief of Mission's signature, and draft non-substantive correspondence based on first-hand knowledge of work schedule or events, rough notes, or verbal instructions, for Chief of Mission's approval.
- Draft documents, official letters and diplomatic letters (Note Verbales etc.)
- Assist the Chief of Mission by liaising with relevant governmental and non-governmental entities, international organizations as well as other relevant stakeholders by letters, phone, email etc.
- Assist to maintain relationships with Government entities, implementing partners, UN agencies, donor and other stakeholders in The Gambia.
- Draft reports as assigned by the Chief of Mission.
- Provide logistical and administrative assistance in organizing workshops and meetings, which includes but is not limited to preparing of purchase requisitions, travel authorizations and liquidation, minute-taking, etc.
- Maintain an efficient filing system for hard and electronic copies of office records, documents, files, and contact directories ensuring it is frequently updated; Photocopying relevant documents as requested.



- Assist the smooth running of the Human Resources (HR) Unit daily; Provide advice & guidance to staff on organizational rules & regulations as required; Participate in discussions on new or revised procedures and practices and makes suggestions for a more effective Human resource management.
- Support the Human Resources Unit in managing the time management Process in the mission in accordance with the IOM Rules and Regulations, and support in establishing due practices in the mission.
- Monitor effective administration of PRISM Human Resources modules including Time Management TM, Personnel Administration (PA) Organizational Management (OM) etc. and oversee and validate data recorded in PRISM and carry-out assigned roles with accuracy and timeliness.
- Support the National HR Officer for all Contract renewal processes made on SAP in accordance with the Organization's regulations and procedures and duly coordinated with Managers; ensure benefits to staff are granted upon eligibility e.g. Short-Term, Fixed Term, AWG etc. for National Staff in line with the USRR or SRR as required; reporting to the HR Officer of any deviations if any;
- Assist the HR Unit with required administrative support, including filing and maintenance of personnel files and other files within the unit.
- Perform any other duties as may be assigned.

Required Qualifications and Experience:

Education

- University degree from an accredited institution in Business Administration, Human Resources, Public Administration, International Relations, Social Science, Law, Humanitarian Affairs or related field with three years of relevant professional experience.
- Completed High School degree from an accredited academic institution, with five years of experience of relevant professional experience,
- An equivalent combination of related educational and professional experience.



NB: Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

Experience

- Knowledge of social development issues as well as general migration related issues in the country and the region.
- Solid knowledge of project implementation, administration and evaluation concepts and procedures.
- Proven ability to maintain professional, diplomatic working relations with relevant Government counterparts, international organizations, civil society organizations/NGOs, and private sector entities - an advantage.
- Demonstrated knowledge of information technology and proficiency in Microsoft Office applications, especially Excel, Word, PowerPoint, Publisher, and SharePoint.
- Experience in supporting aspects of project management and familiarity with international standards and EU regulations is advantageous, preferably within the United Nations or within the international humanitarian field - an advantage.

Skills:

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization.
- Good report writing skill.
- Knowledge of financial rules and regulations.
- Good Communication Skill.
- Good Information Technology Skill.
- Proficiency in SAP system, MS office applications such as Word and Excel; SharePoint etc.

Languages:



For all applicants, fluency in English is required (oral and written).

Desirable:

Working knowledge of a local language is an advantage.

Competencies

The incumbent is expected to demonstrate the following values and competencies:

VALUES - All IOM staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences.

Encourages diversity and inclusion.

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.

Courage: Demonstrates willingness to take a stand on issues of importance.

Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

CORE COMPETENCIES - Behavioural indicators – Level I

- 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.

Only candidates residing in the country of the duty station within commuting distance of the duty station will be considered.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

Women with the above qualifications are encouraged to apply.

How to apply:



Interested candidates are invited to submit their applications via email to IOMBANJULREC@iom.int indicating position applied for on subject line by **29th March 2024.**

For the applications to be considered valid, IOM only accepts applications with a cover letter not more than one page specifying the motivation for application, addressed to Human Resources, International Organization for Migration (IOM) and with a subject line **SVN 002/2024 Executive Assistant**

All applications should include a functional email address, mobile numbers and detailed curriculum vitae (CV).

Please note that only shortlisted candidates will be contacted.

Posting period:

From: 15/03/2024 – 29/03/2024