



IOM International Organization for Migration

Position Title : **Assistant to the Chief of Mission**  
Duty Station : **Moscow, Russian Federation**  
Classification : **Employee, Grade 5, Step 1**  
Type of Appointment : **Special Short Term, 6 months**  
Estimated Start Date : **Open**

Closing Date : **September 1<sup>st</sup>, 2018**

Reference Code : **SVN 2018/03 (E)**

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 work 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 Chief of Mission (COM) and in close coordination with relevant units in the mission, Regional Office and including in Headquarter, the incumbent will provide specialized secretarial and administrative support to the Chief of Mission in the day-to-day management and functioning of the Country Office (CO), as well as in supporting internal and external relations.

**Core Functions / Responsibilities:**

1. Work closely with the Chief of Mission and assist him/her in the accomplishment of him/her mandate, objectives and organizational leadership by assembling materials, collecting issues for discussion from Mission's units, collecting from Chief of Mission recommendations , implementing and monitoring action points for completion.
2. Support the Chief of Mission in collecting materials and feedback from Mission's Units and convey follow-up information to the stakeholders on specific topics in particular, as designated by the Chief of Mission.
3. Provide organizational support to the COM and assist him/her in assembling materials and literature search on specific points for thematic discussions and decision making.
4. Under COM's guidance maintain and regularly update the social media platform of the mission as well as the official website of IOM Moscow mission.

5. Manage the Chief of Mission's official agenda: arrange meetings within and outside the duty station, coordinate the preparation of talking points, speeches and other interventions. Organize filing and reference systems in accordance with IOM guidelines. Coordinate the participation of senior staff in meetings and events, provide and coordinate the exchange of information and manage transportation;
6. Provide administrative support to conferences, meeting, training and other internal and external events (e.g., sending invitations, preparation of meeting materials, agenda, meals as maybe necessary).
7. Provide support to all CO staff and to visitors in the CO in relation to travel and accommodation. Coordinate the visits of external delegations in coordination with IOM Field Missions (seminars, conferences, venue, agenda, meetings, draft reports, hotels, transports, meals, DSA, etc.) including following up on the visa status of foreign officers and visitors as well as obtaining legitimation cards for incoming international staff and interns.
8. Coordinate coverage of internal and external meetings on behalf of the Chief of Mission, when requested.
9. Collect and consolidate feedback from Mission's units, and organize materials for preparation of the Country Office reports in coordination with Mission management team and relevant stakeholders.
10. Consolidate, and contribute to the preparation of the CO Reports. Compile, format and file other internal reports including information from the Country Missions related to the Country Office and follow-up deadlines, commitments, action points and deliverables for the Chief of Mission;
11. Draft and submit reports of meetings and notes for the file, routine correspondence, letters, Note Verbale, memoranda, faxes as well as IOM documents and forms related to IOM operational and administrative matters.
12. Follow up on timely response and overall communication internally and externally for the COM; prepare draft responses to incoming communications, including initiating necessary correspondence. Follow up on external/internal email, mail or fax requests through coordination and/or signature of the Chief of Mission. Ensure proper distribution and response of e-mails.
13. Organize the missions of the Chief of Mission: submit Quarterly Travel Plan (QTP) to RO, handle travel authorizations and security/medical clearances as required, manage authorizations requests for travels to the Regional Director, book accommodation, organize local transportation and liaise and coordinate with IOM field offices for the preparation of relevant background information. Manage the booking and purchase of travel tickets and follow-up the payment of travel related invoices. Carry out TDY-related data gathering activities including compilation and preparation of relevant documentation.
14. Screen and receive visitors, attends to queries, incoming correspondence, and invitations and phone calls for the COM.
15. Maintain and update the information databases of the office of the COM including address/phone contact and manage the COM calendar.

16. Coordinate with MHRO Personnel Administrator on the processing of COM's claims and entitlements (educational grant, home leave, entitlement travel, etc).
17. Maintain an efficient filing system for IOM General Instructions, records of meetings and reports, travel authorizations (TA), administrative documents approved by the Chief of Mission, as well as correspondence from RD, DGO/DDG. Compile information material and other documentation as requested by Headquarters, Region Office and/or other IOM missions.
18. Perform any other duties as may be assigned.

## ***Required Qualifications and Experience***

### **Education**

- Completed Bachelor's degree from an accredited academic institution, preferably in Business Administration, Public Administration, or Social Sciences from an accredited academic institution with at least 3 years relevant experience, or
- Completed secondary degree (certificate) with at least 5 years relevant experience.

### **Experience**

- Work experience in administrative services, finance, human resources or related area is required preferably in an international, non-profit environment;
- Excellent track record in priority management and client relations.
- Experience in liaising with government and diplomatic authorities as well as with international institutions.
- Drives IOM vehicles in a safe manner consistent with local regulations
- Proficient in Microsoft Office – word, excel, power point presentation, emails, etc.

### **Languages**

- Fluency in English and Russian is required.

## ***Required Competencies***

### **Behavioural**

- 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;
- Performance Management – identify ways and implement actions to improve performance of self and others.
- 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.

Only candidates residing in the country of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station and work permit, as applicable.

### ***How to apply:***

Interested candidates are invited to submit their applications on IOM Personal History Form (enclosed) to [MoscowHR@iom.int](mailto:MoscowHR@iom.int) by September 1<sup>st</sup>, 2018 at the latest, referring to this advertisement.

In order for an application to be considered valid, IOM only accepts IOM Personal History Form duly completed in English.

Only shortlisted candidates will be contacted.

### ***Posting period:***

Reissued 21.08.2018 to 01.09.2018

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