



CALL FOR APPLICATION

“Administrative Assistant”

TERMS OF REFERENCE

1. **Nature of the Consultancy:** Admin Assistant. Consultancy type “A”.
2. **Period:** 3 months with possibility of extension.
3. **Context:** Under the overall supervision of the Programme Manager; the consultant will be responsible and accountable for the following:
4. **Responsibilities:**
 1. Initiate general administrative duties within computerized systems for finance, travel, and human resources.
 2. Provide administrative and logistical support for meetings, committees, conferences, etc.
 3. Make travel and hotel arrangements and prepare travel authorizations/claims for staff as required.
 4. Assist in the administrative processing of vacancy notices and consultants' contracts.
 5. Gather all the necessary information to create Purchase Request to initiate the supply chain process.
 6. Research, compile, and organize information and reference materials from various sources for reports; create spreadsheets and presentations; manage and update databases for mailing lists and other information; and maintain electronic and paper files.
 7. Prepare materials and documents for meetings, conferences, and presentations, including agendas, minutes, and multimedia presentations, to facilitate effective communication and engagement with diverse audiences.
5. **Education:**
 - Bachelor's degree or Advanced Student in Business Administration, Finance, Accounting, or a relevant discipline.
6. **Experience:**
 - Minimum of two years of experience in a financial, administrative, or clerical role within a business or office setting. Proven track record of managing office tasks, including handling financial transactions, supporting office logistics, and providing administrative assistance.
 - Experience with travel arrangements and managing logistical aspects of meetings and conferences.
 - Familiarity with procurement processes.

- Experience in budget tracking and financial forecasting (desirable).

7. Skills:

- Strong proficiency in financial software and Microsoft Office Suite, particularly Excel for creating spreadsheets, and PowerPoint for presentations.
- Excellent organizational and time management skills, with the ability to prioritize tasks and manage multiple deadlines efficiently.
- Detail-oriented with a high degree of accuracy in financial processing and documentation.
- Effective communication skills, both written and verbal, with the ability to draft correspondence and communicate with various stakeholders.
- Knowledge of financial principles and practices, with an understanding of budget management and procurement policies.

8. Languages:

Fluency in English and Spanish.

9. Travel:

No travel needed.

10. 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:

- 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.

How to apply:

The candidate should send his / her application through the following email iomrobuevacancies@iom.int, using as Subject **"Consultancy A-Admin Assist CO AR"**.

The application must include:

- 1. Curriculum with two references.**
- 2. Include Desired Salary**
- 3. Work permit if applicable (for foreigners).**

Posting period:

11.03.2024 to 29.03.2024
