



International Organization for Migration (IOM)
The UN Migration Agency

Position Title : **Receptionist**

Duty Station : **Khartoum, Sudan**

Classification : **G3**

Type of Appointment : **Special, Six months with possibility of extension**

Estimated Start Date : **As soon as possible**

Closing Date : **September 03, 2019**

Reference Code : **SVN 09 2019 (N)**

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 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 general supervision of the Chief of Mission and the direct supervision of the Executive Assistant, the incumbent is responsible for the following functions:

Core Functions / Responsibilities:

- Assist in arranging and coordinate meetings and appointments within and outside the mission and the city
- Assist in relay messages from the CoM and drafting general correspondences and filling as required
- Assist the CoM with informal translation from Arabic to English as well as informal translation from English to Arabic, whenever required
- Assist in providing general secretarial support to the Office of the CoM
- Provide cover for the Executive Office during the absences of the Executive Assistant
- Receive and Assist visitors and direct them to the staff concerned



- Operate the switchboard.
- Assist staff in placing call whenever deemed necessary
- Register and distribute all correspondences received and/or outgoing
- Send all outgoing correspondences and register them for reference
- Ensure reception area is well organized and presentable at all times
- Prepare refreshment for guests as required
- Perform such other duties as may be assigned by the CoM or the Executive Assistant

Required Qualifications and Experience

Education

- University degree in administration and business management, or a related field from an accredited academic institution with minimum two years of relevant professional experience.

Experience

- Experience in maintaining and compiling of files and data banking;
- Throughout knowledge working with the Microsoft package (i.e. Word, Excel sheets and databases);
- Strong ability of research and analysis of information

Languages

Fluency in **English** and **Working knowledge of Arabic** an advantage

Required Competencies

The incumbent is expected to demonstrate the following values and 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.



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Core Competencies – behavioural indicators *level*

- 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:

Interested candidates are invited to submit their applications via email: sudanhrdept@iom.int, by September 03, 2019 at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

Posting period:

[From 20.08.2019 to 03.09.2019](#)