



International Organization for Migration (IOM)
The UN Migration Agency

Vacancy Announcement

Position Title : **Administrative Assistant (COA)**
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 20,2018**
Reference Code : **SVN 21 2018 (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 direct supervision of the Canadian Orientation Abroad Coordinator/Trainer, under the technical supervision of the Resource Management Officer, the incumbent will undertake clerk and operational support functions to the Canadian Orientation Abroad in IOM Sudan:

Core Functions / Responsibilities:

1. Coordinate the preparation of Purchase Request, Payment Request, other administrative documents for processing by Finance and Procurement units; monitor status of existing requisitions; verify receipt and inspection of deliverables;
2. Prepare operational petty-cash request for COA; prepare request for payment (RFP) for all services received from vendors and approved partners in Khartoum and other states;
3. Perform a wide range of administrative and logistical duties as required by the COA team, namely travel and transportation arrangement, organize meetings; booking and coordination of refugee lodging and transport arrangements for COA sessions (preparation of training area (at IOM or in hotels), coordination of COA participants' lists



with IOM Security, coordination with IOM Procurement/Logistics for the ordering of meals and purchase of snacks, preparation of transportation reimbursement sheets, submission of invoices to Admin/Finance, among others);

4. Ensure all ABNs and COA reporting are complete with UCI numbers as per the donor's request;
5. Assist in the management of COA referrals and registration and provide response to general inquiries about the COA registration process of training sessions;
6. Assist in preparing quarterly training schedules, and ensure photocopying/reproduction of training materials as needed;
7. Assist in preparing, sending, organizing and maintaining in order office documentation: official letters, requests, agreements and other documents;
8. Maintenance of an inventory of COA visibility materials, and ensure stock replenishment through ordering of COA materials from COA Manila (COA pens, notebooks, certificates, red bags, and other printed documents);
9. Arrange and maintain a filing system for technical documentation; such as technical instructions, guidelines, and manuals as appropriate;
10. Keep track of COA requisitions for equipment/printing/dry food, office supplies, as well as shipment of materials to and from COA Sudan (in print or in a computer folder);
11. Collect, check, review and print attendance sheets and statistical summaries from COA Sudan;
12. Maintain and update all session statistics from COA in Sudan, forward to the COA Global Program Manager monthly, quarterly and annually and upload to the shared files on COAStatistics@iom.int (in Manila);
13. Assist Coordinator/trainer in uploading all information onto all databases used by the COA program;
14. Using a Microsoft Publisher tool, prepare COA certificates for COA participants from Sudan;
15. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education



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- University degree from an accredited educational institution, in Business Administration, and/or a related major with at least two years of working experience; or
- High school diploma with four years of relevant working experience.

Experience

- Experience working in cross-cultural settings;
- Ability to maintain statistics and write activity reports according to IOM standards;
- Advanced computer skills in Microsoft Office applications: Excel, PowerPoint, Publisher, Outlook, and knowledge of social media tools;
- In-depth use of MS office applications data collection and manipulation. Clerking experience is an advantage;
- Ability and willingness to work under pressure;
- Attention to detail, persistence and ability to organize paperwork in a methodical way.

Languages

Fluency in **English** and **Arabic** 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;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.



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How to apply:

Interested candidates are invited to submit their applications via email: sudahrdept@iom.int, by September 20, 2018 at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

Posting period:

[From 06.09.2018 to 20.09.2018](#)