



International Organization for Migration (IOM)
The UN Migration Agency

Vacancy Announcement

Position Title : **Administrative Assistant (MHD)**
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 22 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 overall supervision of the Chief Migration Health Officer, under the technical supervision of the Resource Management Officer, and direct supervision of the National Health Physician, the incumbent will undertake clerk and operational support functions to the Migration Health section 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 MHD; prepare request for payment (RFP) for all services received from vendors, including Modern Medical Centre (MMC) and other approved partners in Khartoum and other states;
3. Perform a wide range of administrative and logistical duties as required by the MHD team, namely travel and transportation arrangement, organize meetings, assist with



obtaining security clearance; booking and coordination of refugee lodging transport arrangements for health assessments; Booking and follow up on sub-contracted health assessments, including lab results; handling and shipment of lab samples and bio-hazardous materials for analysis in IOM Nairobi lab; financial record reconciliation through MiMOSA-Health; medical and other office supplies management;

4. Prepare, send, organize and maintain in order office documentation: official letters, requests, agreements and other documents;
5. Arrange and maintain a filing system for technical documentation, such as technical instructions, guidelines, and manuals as appropriate;
6. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- 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



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- 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.

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](#)