

Position Title	: Executive Assistant
Duty Station	: Port Sudan, Sudan
Classification	: G7
Type of Appointment	: One-year fixed term with possibility of extension.
Estimated Start Date	: As soon as possible
Closing Date	: March 03, 2024
Reference Code	: VN 05 2024

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 of Mission (CoM) in Port Sudan and, in collaboration with the Deputy Chief of Mission and head of programs and relevant units at Headquarters, RO MENA, and administrative Centres, the successful candidate will be responsible and accountable for managing the functions of the office of the Chief of Mission.

Core Functions / Responsibilities:

1. Manage and monitor a large and diversified volume of complex correspondence and documentation, often of confidential and sensitive nature; ensure appropriate routing, reply, prioritization, accuracy, consistency, informal translation and timeliness.
2. Serve as reference point regarding the duties of the office: answer substantive questions requiring extensive research and independently obtain clarification; draft correspondence and reply to enquiries on own initiative; provide advice on procedural and administrative requirements.
3. Conduct extensive research and prepare briefing material for the Chief of Mission; select a variety of information from various sources and present findings in appropriate form.
4. Manage the calendar for the Chief of Mission and schedule appointments and meetings; arrange travels and visits, notifying organizations and officials to be visited, receive visitors.
5. Interact with appropriate staff within IOM to ensure timely submission of inputs to publications, reports and other documentation; review documents and make changes to their format or style in accordance with standard practice.

6. Serve as contact person/link between Chief of Mission and senior staff regarding office issues and information; on behalf of Chief of Mission, keep others informed by conveying directives, reports, status updates and other relevant information; bring sensitive and urgent matters to the attention of the Chief of Mission.
7. Coordinate the logistic arrangements of meetings with high-level officials including all preparation, delivery- and follow-up activities with internal and external partners and participants; draft briefing information to support the Chief of Mission's participation in meetings, councils, and programme activities.
8. Coordinate, monitor and process administrative actions (human resources, contracts, procurement, accounting, finance, logistics) in IOM's computerized systems.
9. Provide expert guidance to staff on relevant administrative issues; train and coordinate other office support staff in the Office; coordinate the work of office support staff.
10. Review systems and processes under area of responsibility to ensure that they meet the needs of the Office; formulate proposals for improvements.
11. Perform other duties as required.

Required Qualifications and Experience

Education

- High school diploma with seven years of relevant experience; or,
- Bachelor's degree in Business Administration or related fields from an accredited institution with five years of relevant professional experience.

Experience

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook.
- Attention to detail, ability to organize paperwork in a methodical way.
- Discreet, details and clients-oriented, patient and willingness to learn new things; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Languages

English and Arabic is Required.

Required Competencies

Values – all IOM staff members must abide by and demonstrate these 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 – behavioral indicators level 2

- **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.

Managerial Competencies – behavioural indicators *level 2*

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

Other:

- Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.
- IOM has zero tolerance with discrimination and does not discriminate to HIV/AIDS status.
- This position is open to **ONLY** Sudanese nationals.
- **Vacancy close at 23:59 local time in Sudan on the respective closing date 03.03.2024. No late applications will be accepted.**



How to apply:

Interested candidates are invited to submit their Resume via email: sudancareer@iom.int , by March 03, 2024, at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

Posting period:

[From 26.02.2024 to 03.03.2024](#)

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview processing, training or other fee). IOM does not request any information related to bank accounts.