



IOM International Organization for Migration

Special Vacancy Notice AT2021/02

Open to Internal and External Candidates

Position Title : **Communications & Administrative Clerk**
Duty Station : **IOM Country Office for Austria, Vienna**
Classification : **General Service Staff, Grade G3 (full-time)**
Type of Appointment : **Special Short Term, 9 months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **28 November 2021**

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 Head of Research and Migration Law and the overall supervision of the Head of Office, the successful candidate will be responsible for providing effective and efficient administrative support to the Research and Migration Law Unit of the Country Office for Austria.

Core Functions / Responsibilities:

1. Type, format and draft routine correspondence; collate tables, reports, presentations, publications, and other documentation.
2. Support the unit in all communication related tasks, including event management and website maintenance.
3. Enter, retrieve, structure and update selected information and data from various sources (e.g. Intra-/Internet, office files, etc.); present results in standard format.
4. Set up and maintain office files and reference systems according to standard procedures.
5. Initiate, view and track a variety of administrative transactions in the computerized financial / travel / human resources systems.
6. Support the Legal Associate in responding to Ad Hoc Queries, coordinating the information exchange with the relevant stakeholders as well as the translation.

7. Support the organization and administration of meetings, workshops and events (e.g. arranging for meeting rooms and other facilities).
8. Maintain the IOM CO Austria physical and electronic migration research library.
9. Ensure availability of office supplies and appropriate maintenance of office equipment.
10. Perform other duties as required.

Required Qualifications and Experience

Education

- High school diploma with three years of relevant experience; or,
- Bachelor's degree in Business Administration, Social Sciences or a related field from an accredited academic institution, with one year of relevant professional experience, preferably in administrative support or similar roles.

Experience

- Demonstrated proficiency in administration and back-office work.
- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, Outlook.
- Attention to detail, ability to organize paperwork in a methodical way.
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.
- Previous experience in procurement, budgets, contact databasing and other relevant activities to support a multi-disciplinary team in an international context is an advantage.
- Prior experience maintaining websites using content management solutions is an advantage.
- Experience in organizing events, meetings and workshops is an advantage.
- Experience in drafting and layouting electronic publications is an advantage.
- Excellent knowhow of Microsoft Office applications, including Word, Excel, PowerPoint are required.
- Accuracy, time management skills and attention to detail is required.

Languages

Fluency in **English** and **German** is required.

Required 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 – behavioural indicators *level 1*

- 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.

IOM's competency framework can be found at this [link](#).

Other

Any offer made to the candidate in relation to this special vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

A prerequisite for taking up the position is legal residency in the country of the duty station and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their applications by 28 November 2021, 23:59 at the latest to iomviennaco@iom.int referring to this vacancy and using the subject line "*Family Name – application SVN AT2021/02*".

In order for an application to be considered valid, the application must contain a letter of motivation, a CV (both in English) and a duly filled in Personal History Form (available at <https://austria.iom.int/sites/default/files/PersonalHistoryForm.xls>).

Only shortlisted candidates will be contacted.

Posting period:

From 15.11.2021 till 28.11.2021