



Vacancy Notice AT2023/07

Open to Internal and External Candidates

Position Title : **Communications and Administrative Assistant**
Duty Station : **IOM Country Office for Austria, Vienna**
Classification : **General Service Staff, Grade G3 (80%-100%, part-time to full-time)**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **18 October, 2023**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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 the Policy Research and Migration Law Unit and the overall supervision of the Head of Office, the successful candidate will be responsible for providing effective and efficient administrative support to the Policy 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 organization and administration of meetings, workshops and events (e.g. arranging for meeting rooms and other facilities).
7. Maintain the IOM CO Austria physical and electronic migration research library.
8. Ensure availability of office supplies and appropriate maintenance of office equipment.
9. Perform other duties as required.

Required Qualifications and Experience

Education

- 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;

or

- High school diploma with three years of relevant experience.

Experience

- 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 – also in an online or hybrid format – is an advantage.
- Experience in drafting and laying out electronic publications is an advantage.

Skills

- Demonstrated proficiency in administration and back-office work.
- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, Outlook, MS Teams.
- Attention to detail, ability to organize paperwork in a methodical way.

Languages

For this position, fluency in **German** and **English** is required (oral and written).

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.
- Courage: demonstrates willingness to take a stand on issues of importance.
- Empathy: shows compassion for others, makes people feel safe, respected and fairly treated.

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 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. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of vaccination against COVID-19.

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Austria will be eligible for consideration.

How to apply

Interested candidates are invited to submit their applications to iomviennacoeh@iom.int by **18 October 2023 23:59** (CET - Vienna time), referring to this advertisement referring, using the subject line "*Family Name* – application VN AT2023/07" and including the following documents:

- a) CV or Personal History Form
- b) Cover Letter

c) Questionnaire on Mandatory Requirements (Page 5)

In order for an application to be considered valid, IOM only accepts applications duly completed.

IOM reserves the right to contact shortlisted candidates only.

Posting period:

From 04.10.2023 to 18.10.2023



Questionnaire on Mandatory Requirements for Local Recruitment in Vienna, Austria

VN AT2023/07 Communications and Administrative Assistant

Education

Tick as appropriate depending on what you have:

- 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, or, High school diploma with three years of relevant experience.

yes no

Language

English (fluency) yes no

German (fluency) yes no

Professional Work Experience

Demonstrated proficiency in administration and back-office work yes no

Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, Outlook, MS Teams.
yes no

Attention to detail, ability to organize paperwork in a methodical way yes no

Other

Are you currently holding a valid residence and work permit for Austria?
(EU nationals, please mark 'yes'; non-EU nationals, please mark as appropriate) yes no

Date:

Name:

Signature: