



VN 2024-04

Open to Internal and External Candidates

Position Title : **Assistant to the Regional Director**
Duty Station : **Brussels, Belgium (Regional Office)**
Classification : **General Service, Grade G5**
Type of Appointment : **One Year Fixed Term contract, with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **30 April 2024**

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 Regional Director, the incumbent will provide secretarial and administrative support to the Regional Director in the day-to-day management and functioning of the Regional Office.

Core Functions / Responsibilities

1. Manage the Regional Director's official agenda: arrange meetings within and outside the duty station, coordinate the preparation of talking points, speeches and other interventions. Organize filing and reference systems in accordance with IOM guidelines. Manage the participation of senior staff in meetings and events, provide and coordinate the exchange of information and manage transportation;
2. Organize the missions of the Regional Director: submit quarterly travel plans (QTP) to HQ, handle travel authorizations and security clearances as required, manage authorization requests for travels to the Chief of staff (if not in the QTP), book accommodation, organize local transportation and liaise and coordinate with IOM field offices for the preparation of relevant background information. Carry out TDY-related research and filing and prepare relevant

documentation. Manage the booking and purchase of transportation means (flight and train tickets) and follow-up the payment of invoices;

3. Prepare and coordinate the preparation of national and international meetings, conferences, and visits with external stakeholders (diplomatic representations and high-level interlocutors at the European institutions, amongst others). Prepare the agenda of IOM senior visitors, including the Director General, Deputy Director General and Senior Regional Advisors, and ensure adequate filing of related documents;
4. Coordinate the visits of external delegations in coordination with IOM field missions (seminars, conferences, venue, agenda, meetings, draft reports, hotels, transports, meals, daily subsistence allowance, etc.), including managing the visa status of foreign officers and visitors;
5. Draft, validate and submit reports of meetings and notes for the file, routine correspondence, letters, Note Verbales, memoranda, faxes as well as IOM documents and forms related to IOM operational and administrative matters. Ensure the adequate formatting and filing of correspondence and documents related to the Regional Director;
6. Maintain the adequate filing of IOM General Instructions, records of meetings and reports sent to the Regional Office, as well as correspondence from DGO/DDG, compile information material and other documentation as requested by Headquarters and/or other IOM missions;
7. Carry out English-French translations of relevant documents for the Regional Director as required;
8. Ensure adequate liaison with high-level interlocutors on behalf of the Regional Director;
9. Prepare and submit medical claims and educational claims for the Regional Director, provide relevant information to HQ Departments and Manila Administrative Center and filing;
10. Follow up on external and internal email, mail or fax requests through coordination and/or signature of the Regional Director. In coordination with the receptionist/front office, ensure proper distribution of emails sent to the Regional Office;
11. Maintain records and filing of travel authorizations and other administrative documents approved by the Regional Director and the RRMO from the IOM missions covered by the Regional Office;
12. Update the address/phone contact list and contact database;
13. Any other duty within the incumbent's capabilities as assigned by the Regional Director.

Required Qualifications and Experience

Education

- Completed Bachelor's degree [from an accredited academic institution](#), preferably in business Administration, Public Administration, or a related discipline with a minimum of 3 years of relevant experience,

Or

- High School Degree with minimum of 5 years of relevant professional experience.

Experience and skills

- Provable professional experience directly related to the core functions/responsibilities specified above;
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is required;
- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook;
- Ability to work under pressure;
- Attention to detail and ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things.

Languages

Fluency in English and French (oral and written).
Knowledge of Spanish is an advantage.

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 Belgium will be eligible for consideration.

How to apply

Interested candidates are invited to submit their applications to IOMBrusselsApplications@iom.int by **30 April 2024 23:59** (Brussels time), referring to this advertisement in the subject line (*VN 2024-04 Assistant to the RD*) and including the following documents:

1. CV or Personal History Form
2. Cover Letter
3. Mandatory Questionnaire (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 16.04.2024 to 30.04.2024

Mandatory Questionnaire – All information will be verified
VN 2024-04 Assistant to the Regional Director G5, RO Brussels

1. Academic background

1.1. Highest academic qualification obtained

- High School Diploma
 Bachelor's degree or equivalent from an accredited academic institution
 Master's degree or equivalent from an accredited academic institution
 Other (please specify): _____

1.2. Field of study: _____

2. Languages skills

2.1. English A1 A2 B1 B2 C1 C2

2.2. French A1 A2 B1 B2 C1 C2

2.3. Spanish A1 A2 B1 B2 C1 C2

3. Previous experience and skills

3.1. Provable professional experience directly related to the Core Functions/Responsibilities specified above:

- 0-3 years 3-5 years 5+ years

3.2. Prior professional experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting:

- 0-3 years 3-5 years 5+ years

3.3. Knowledge of Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook:

- Basic Good Proficient

3.4. Ability to work under pressure:

- Basic Good Proficient

3.5. Attention to detail and ability to organize paperwork in a methodical way:

- Basic Good Proficient

4. Do you currently hold a valid residence and work permit for Belgium? yes no
(EU nationals, please mark 'yes'; non-EU nationals, please mark as appropriate)

5. Do you have any relatives in the service of IOM? yes no

Name, date and signature: