



International Organization for Migration (IOM)  
The UN Migration Agency

### **VACANCY NOTICE**

#### **Open to Internal and External Candidates**

Position Title : **Administrative Assistant**  
Vacancy No. : **IOMRONBO/VN/056/2023**  
Duty Station : **Regional Office, Nairobi, Kenya**  
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 : **23 November, 2023**

The International Organization for Migration (IOM) is the UN Migration Agency. With 174 member states it is committed to the principle that humane and orderly migration benefits migrants and society. Established in 1951 and now active in over 400 field locations worldwide, IOM works with partners, government, and civil society to:

1. Assist in meeting the operational challenges of migration and mobility.
2. Advance understanding of migration issues
3. Encourage social and economic development through migration; and
4. Uphold the human dignity and well-being of migrants and mobile populations.

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:**

The Department of Legal Affairs (LEG) provides legal advice to the Director General, the Deputy Directors General, the Regional Offices, Country Offices, and other Departments and Offices of the Organization. The Department provides support to ensure that the activities and operations of the Organization are carried out in accordance with the Legal Framework governing IOM, including the IOM Constitution, decisions of the governing bodies of IOM, the Unified Staff Regulations and Rules, the Financial Regulations and Rules, IOM instructions and international law.

The Department of Legal Affairs is comprised of three Divisions (the Contracts Law Division (LEGCR), the General and Administrative Law Division (LEGGL), the Institutional Law and Programme Support Division (LEGPS)) and the Regional Legal Hubs. The Regional Legal Hubs will address the legal matters that arise in their respective Region, in coordination with the three Divisions of the Department.

Under the overall supervision of the Deputy Director of the Department of Legal Affairs (LEG) and direct supervision of the Senior Legal Officer; and, in close coordination with the Senior Legal Assistant in Headquarters, the successful candidate will provide administrative support services and assistance to the Regional Legal Hub and the Department of Legal Affairs in Headquarters.

***Core Functions / Responsibilities:***

In particular he/she will:

1. Provide administrative and secretarial support to the Regional Legal Hub and the Department of Legal Affairs in Headquarters, including preparation and follow-up actions related to meetings and travel (travel authorizations, flight and hotel reservations, travel claims), organizing conference calls, participating in meetings and preparing minutes.
2. Support the Regional Legal Hub and the Department, in coordination with the Senior Legal Assistant, with its internal knowledge management and archiving systems to ensure consistency and continuity in providing legal advice, including maintaining the electronic and hard copy files and records.
3. Assist the Senior Legal Assistant with the maintenance of the Department's intranet/internet pages, the access and retrieval of information and records from relevant departmental databases.
4. Assist in editing, proofreading and finalizing official notes verbales, correspondence, legal and other documents for signature and approval.
5. Receive all incoming requests and queries addressed to the Regional Legal Hub and provide assistance in monitoring other departmental mailboxes, as needed.
6. Perform such other duties as may be required.

***Required Qualifications and Experience***

**Education**

- University degree, preferably in Business Administration, or a related field from an accredited academic institution with three years of relevant experience; or,
- Completed High School/Secondary school education with five years of relevant professional experience.

**Experience**

- A minimum of three years (five years for completed high school/ secondary school education) of relevant demonstrated professional experience;
- Experience in procurement processes;
- Experience in organizing conferences and events;

- Demonstrated experience in paralegal and/or administrative support in a legal department of an intergovernmental organization or a law firm is highly desirable;
- Experience dealing with deadlines and confidential information;
- Experience in research and preparation/formatting of legal documents is desirable;
- Experience dealing with high-level counterparts and diplomatic missions would be an advantage; and,
- Knowledge of and work experience in IOM's administrative procedures are desirable.

### **Skills**

- Proficiency in electronic research of documents and legal materials.
- Advanced knowledge of computer programmes (e.g. MS Office applications such as Word, Excel, SharePoint, etc.) and filing systems; and,
- Editing skills in English, French and/or Spanish would be an advantage.

### **Languages**

Fluency in both written and spoken English and Kiswahili is required. Knowledge of French is an advantage.

### ***Required Competencies***

The incumbent is expected to demonstrate the following values and competencies:

**Values** - all IOM staff members must abide by and demonstrate these three values:

- Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- 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 actions and delegated work.
- Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

### **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.

***How to apply:***

Submit cover letter indicating the Position Title & Vacancy Notice Number (VN No.), and CV with telephone and e-mail contacts including 3 Referees (Supervisors) to: IOM, RO Human Resources Department, via e-mail to [ronairobihrdrec@iom.int](mailto:ronairobihrdrec@iom.int)

**Closing Date: 23 November 2023**

Only Shortlisted Applicants will be contacted.

**NOTE**

**NO FEE: The International Organization for Migration (IOM) does not charge a fee at any stage of the recruitment process (application, interview meeting, process, or training). IOM does not concern itself with information on applicants' bank details.**

Posting period:

From: **10.11.2023** to **23.11.2023**