



International Organization for Migration (IOM)
The UN Migration Agency

SVN-2023-040

Position Title : **Administrative Assistant - Unit MHD (1 position)**

Duty Station : **SAN JOSE, COSTA RICA**

Classification : **G-5**

Type of Appointment : **Special Short Term, 6 months**

Estimated Start Date : **As soon as possible**

Closing Date : **February 6th, 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.

The International Organization for Migration (IOM) does not discriminate on the basis of disability, age, gender identity and expression, sexual orientation, nationality, racial identity, religious beliefs, among others. IOM is committed to a diverse and inclusive environment and therefore its staff come from a wide range of socio-economic backgrounds and world perspectives. Candidates from women, people of African descent and LGBTIQ+ people who are qualified and meet the requirements of each vacancy are especially encouraged.

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, the following candidates are considered as first-tier candidates:

1. Internal candidates
2. Qualified applicants from the following NMS countries:

Algeria, Angola, Antigua and Barbuda, Bahamas, Belize, Benin, Burundi, Cambodia, Cape Verde, Cameroon, Central African Republic, Czech Republic, Comoros, Djibouti, El Salvador, Gabon, Gambia, Guyana, Holy See, Iceland, Israel, Lesotho, Libya, Luxembourg, Madagascar, Maldives, Malta, Marshall Islands, Montenegro, Micronesia, Mongolia, Namibia, Nauru, Papua New Guinea, Paraguay, Republic of Congo, Saint Vincent and the Grenadines, Samoa, Seychelles, Somalia, Suriname, Swaziland, Tanzania, Timor Leste, Togo, Trinidad and Tobago, Vanuatu, Venezuela, Vietnam, Yemen

3. External female candidates.

Organizational Context and Scope

Under the overall supervision of the Chief of Mission (CoM) and the direct supervision of the Senior Administrative Assistant the successful candidate will be responsible for the carrying out the following duties and responsibilities in relation to the Migration Health Unit (MHU) in Costa Rica.

The role of the administrative assistant is to support the Migration Health Unit (MHU) in the smooth running of its administrative duties and will have the following duties and responsibilities:

1. Coordinate and ensure that various internal office administrative support procedures such as document tracking, filling, archiving system for medical files, blood test results and follow-ups.
2. Coordinate and maintain a systematic e-archiving system for medical files, blood test results and follow-ups.
3. Prepare mail out lists for the embassies; liaise with the embassies regarding the processing status of immigrants and dispatch of the documents.
4. Set up and maintain an orderly storage system for chest X-rays and keep hard copies of medical documents (informed consent, radiologist's report, sputum smear results, pregnancy test results etc).
5. Photocopy and scan medical documents as necessary.
6. Provide feedback on staff allocation to the various units within the MHU.
7. Implement improvements to strengthen internal control mechanisms; adapt inputs for new procedure to complement or to improve existing instructions/standard operating procedures in order to achieve streamlined efficiencies.
8. Receive all completed medical deferrals/furtherance, x-rays and other documents from MHD, update the reception of the same in the database and forward to the migration health physician for clearance.
9. With the Resource Management Officer (RMO) coordinate the issuance/renewal of staff contracts, leaves, attendance records maintenance, medical and insurance monitoring and security issues. Act as main liaison between MHD and procurement, finance and HR units for all related activities.
10. Provide feedback on staff allocation to the various units within MHU.
11. Maintain an inventory and organize timely, cost-effective and appropriate procurement and storage of stationeries, IT equipment and consumables, hygiene products, medical supplies and equipment, as needed for the MHU.
12. Coordinate the acquisition, renovation, refurbishment and regular maintenance of the MHU facility with the MHU supervisor.
13. Administer the office's petty cash and submit the necessary reports to supervisor. Ensure reconciliation of service fees and bank statements.
14. Assure correctness of travel authorizations and advise on allowances for staff members leaving on duty travel.
15. In co-ordination with the RMO, participate in budget and expenditures monitoring, monthly and annual financial reporting. Collect relevant statistics and provide financial analysis, in coordination with the MHU supervisor.
16. Perform such other duties as may be assigned.

Required Qualifications and Experience

The incumbent is expected to demonstrate the following technical and behavioural competencies:

EDUCATION AND EXPERIENCE

- Bachelor's degree in administration management/ Medical Administration or a related field from an accredited academic institution with at least three years of relevant working experience OR Secondary School Diploma with at least five years of relevant working experience.
- Knowledge and experience in administration, procurement or accounting;
- Working with refugees/migrants in a medical setting is an advantage;
- Previous working experience with NGOs or international organizations is an advantage;
- Demonstrate accuracy in handling and reporting data.

Skills

- At least an intermediate level of MS office skills;
- Organizational skills;
- Communication skills

Languages

For all applicants, fluency in English is required (oral and written).

Salary

Step 1: 993,000.00 colones

Required Competencies

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

VALUES - All IOM staff members must abide by and demonstrate these five 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.
- 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 actions and delegated work.
- Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.
- Humility: Leads with humility and shows openness to acknowledging own shortcomings.

How to apply:

The candidate should send his/her application **through the following Microsoft Form:** <https://forms.office.com/e/b3qKdNsg31>.

The form will request vacancy code, position title, duty station, grade, and unit. Please complete as it follows:

- **Vacancy Code: SVN-2023-040**
- **Position Title: Administrative Assistant**
- **Duty Station: San Jose, Costa Rica**
- **Grade: G5**
- **Unit: MHD**

Candidates must submit their offer by **February 6th, 2024**. No applications will be considered after this date.

Any application not presented using the Microsoft Form, will not be taken into consideration.

In case of receiving applications from foreigners living in Costa Rica, they must have a valid work permit.

Only short-listed candidates will be contacted.

You can check the Post Description on <https://costarica.iom.int/es/vacantes>.