



International Organization for Migration (IOM)
The UN Migration Agency

SVN-2023-042

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

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

Classification : **G-6**

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 Chief Migration Health Officer (CMHO) the successful candidate will be responsible for carrying out the following duties and responsibilities in relation to the Migration Health Unit (MHU) in Costa Rica. The Senior Administrative Assistant is to support all the Administrative Assistants, and ensure the smooth running of the administrative duties in the various the Migration Health Unit (MHU) in Costa Rica. and will have the following duties and responsibilities:

1. Coordinate and ensure that mission-wide various internal office administrative support procedures such as document tracking, filing, archiving and monthly reporting are implemented in the different MHU's.
2. Coordinate and ensure that there is a systematic e-archiving system for medical files, blood test results and follow-ups in the different MHU's.
3. Coordinate and ensure that the MHU's are maintaining an orderly storage system for chest X-rays and keeping hard copies of medical documents as required (informed consent, radiologist's report, sputum smear results, pregnancy test results etc.).
4. Implement improvements to strengthen internal control mechanisms; adapt inputs for new procedures to complement or to improve existing instructions/standard operating procedures in order to achieve streamlined efficiencies.
5. Provide feedback on staff allocation to the various units for the different MHU's Costa Rica;
6. 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.
7. Coordinate and ensure that each MHU is Maintaining proper inventory control mechanisms and are organizing 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.
8. Coordinate the acquisition, renovation, refurbishment and regular maintenance of the MHU facility.
9. Provide MHUs with Standard Operating Procedures (SOP's) in dealing with office's petty cash, providing best practice recommendations. Supervise and monitor each MHU's reconciliation of service fees and bank statements.
10. Assure correctness of travel authorizations and advise on allowances for staff members leaving on duty travel.
11. 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.
12. 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 of a related field from an accredited academic institution with at least four years of relevant working experience.
- Secondary School Diploma with at least six 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;
- Effective managerial and leadership skills;
- Organizational skills;
- Communication skills

Languages

For all applicants, fluency in English is required (oral and written). Desirable languages, Spanish. Working knowledge of Spanish.

Salary

1,253,076.92 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 2

- 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.

MANAGERIAL COMPETENCIES - Behavioural indicators – Level 2

- Leadership: Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.
- Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.
- Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.
- Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- 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-2023-042**
- **Position Title: Senior Administrative Assistant**
- **Duty Station: San Jose, Costa Rica**
- **Grade: G6**
- **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>.