



International Organization for Migration (IOM)
The UN Migration Agency

POST DESCRIPTION

I. POSITION INFORMATION	
Position title	Project Administrative Assistant (IDF)
Position grade	G4
Duty station	Country Office, IOM Costa Rica
Position number	TBD
Job family	Operations
Organizational unit	XXXXXXXX
Is this a Regional, HQ, MAC, PAC, Liaison Office, or Country Office based position?	Country Office
Position rated on	
Reports directly to	The national coordinator, Regional Program on Migration, Costa Rica
Number of Direct Reports	0
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>Created in 1951, IOM – International Organization for Migration is the leading intergovernmental organization in the field of migration, working closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. This is done by providing services and advice to governments and migrants.</p> <p>Several IOM country office projects, seek to improve the capacities of local governments, local health authorities, and communities to address the drivers of environmental migration due to climate change and to develop tools which support health facilities in areas experiencing high rates of migration to ensure migrant-sensitive health care relevant to their specific migratory context in Costa Rica.</p> <p>Under the general supervision of the Head of Mission and the direct supervision of the Project Coordinator, the Project Administrative Assistant will be responsible for executing the following tasks:</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<ol style="list-style-type: none">1. Contribute to the development of a work plan - in coordination with the National Project Coordinator, for the planning of financial resources and the implementation of project activities.2. Provide assistance so that all purchases, contracting services and other expenses made are supported with the documentation (receipts, quotes, payment requests, etc.) required by OIM.3. Prepare draft notes, invitation letters, agreements, contracts and other required instruments.4. Assist in the coordination of logistical and administrative preparations for conferences, meetings, seminars and other activities organized by the Unit, attending certain events as required.	

5. Coordination of vehicle and driver support requests in order to cover scheduled and unforeseen activities.
6. Assist in the control and execution of regular payments associated with the projects (eg, payment of consultants' fees and other services).
7. Keep updated the telephone numbers, fax, email address and other contact information of the pertinent officials, counterparts and OIM person.
8. Support in travel arrangements and other related procedures for staff or consultants, as required.
9. Receive, classify, archive and follow up on the communications received and / or generated by the project.
10. Keep an up-to-date inventory of supplies and equipment.
11. Assist in the preparation of project reports and orderly systematization of annexes and supporting documents.
12. Other associated and relevant functions for the correct execution of the project assigned by your Supervisor according to the needs of the position.

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

EDUCATION

- Professional in administration, accounting or related careers.
- Solid knowledge in budget management.
- General studies in migration will be an advantage.

EXPERIENCE

- Two years of relevant experience in administrative tasks of project cooperation, preferably with United Nations agencies.
- Experience with international organizations, non-governmental or governmental organizations.

SKILLS

Responsibility

- Accept and give constructive criticism.
- Follow all procedures, processes and policies.
- Meet deadlines, cost, and quality requirements for results.
- Check your own work to correct mistakes.
- Assume responsibility to meet commitments and possible deficiencies.

Customer orientation

- Identify the immediate and peripheral clients of the job.
- Establish and maintain effective working relationships with clients.

- Identify and verify changes in the needs of clients, including donors, governments and project beneficiaries.

Continuous learning

- Contribute to the learning of colleagues.
- Show interest in improving relevant skills.
- Show interest in acquiring relevant skills from other functional areas.
- Keep abreast of developments in your field of expertise.

Communication

- Actively share relevant information.
- Communicate clearly and listen / receive feedback on priorities and procedures.
- Write clearly and effectively, adapting the wording and style to the intended audience.
- Listen effectively and communicate clearly, tailoring delivery to the audience.

Creativity and Initiative

- Proactively develop new ways to solve problems.
- Leadership and Negotiation
- Convince others to share resources.
- Present goals as shared interests.

Performance management

- Provide constructive feedback to colleagues.
- Provide fair, accurate, timely and constructive staff evaluations.
- Appropriately utilize personnel evaluations in recruitment and other relevant HR procedures.

Planning and organization

- Set clear and achievable goals consistent with agreed priorities for herself/himself and others.
- Identify priority activities and tasks for herself/himself and others.
- Organize and document work to allow for planned or unplanned handover.
- Identify risks and develop contingency plans.

Professionalism

- Master the subject related to your responsibilities.
- Identify fundamental problems, opportunities and risks with responsibilities.
- Incorporate gender-related needs, perspectives and concerns, and promote gender equality participation.
- Persistent, calm and courteous in the face of challenges and stress.
- Treat all colleagues with respect and dignity.
- Work effectively with people of different cultures adapting to relevant cultural contexts.
- Knowledgeable and promoter of the IOM's main mandate and migration solutions.

Teamwork

- Actively contribute to an effective, collegial and friendly team environment.
- Contribute and meet team goals.

- Give credit where it is due.
- Seek input and feedback from others.
- Appropriately delegate tasks and responsibilities.
- Actively support and implement final team decisions.
- Take joint responsibility for the team's work.

Technological Knowledge

- Learn about the technological developments available.
- Proactively identify and advocate for profitable technology solutions.
- Understand the applicability and limitation of technology and seek to apply it to the appropriate job.

V. LANGUAGES

Required <i>(specify the required knowledge)</i>	Desirable
Fluency in English and Spanish (oral and written).	French

VI. COMPETENCIES¹

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 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.

Core Competencies – behavioural indicators *level 3*

- 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.

SIGNATURES:

1 ST LEVEL SUPERVISOR	DATE
----------------------------------	------

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

Submission of application:

The candidate should send his/her application through the following email cosanjosevacancies2@iom.int, using as Subject "SVN 2022-055 Project Administrative Assistant (IDF)"

The application must include:

- Curriculum with 3 references.
- Letter of interest.
- In case of receiving applications from foreigners living in Costa Rica, they must submit their work permit.

Candidates must submit their offer by December 14, 2022. No applications will be considered after this date. Shortlisted candidates will be invited to an interview.