

Open to Internal and External Candidates  
SVN 2023 /022 /DJ

Position	:	Executive Assistant to the Chief of Mission
Duty Station	:	Djibouti
Classification	:	General Service Staff, Grade G7
Type of Appointment	:	Six months with possibility of extension
Estimated Start Date	:	As soon as possible
Reference	:	SVN 2023/022/DJ
Closing date	:	14/08/2023

Established in 1951, IOM is the leading UN organization in the field of migration and 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.

**Context:**

Under the overall supervision of the Chief of Mission (COM), the Executive Assistant to the Chief of Mission, within delegated authority will ensure effective and efficient functioning of the Chief of Mission's office, full confidentiality in all aspects of assignment, maintenance of protocol procedures, management of information flow and follow-up on deadlines and commitments made. She/He will provide administrative support the CO's activities in the design and development of new programmes/projects as well as for participating in donor liaison and programme reporting for IOM in Djibouti .

**Core Functions / Responsibilities:**

Manages the daily operation of the Chief of Mission's office by:

- a. Facilitating timely flow of documents/communication/messages to and from the Chief of Mission; receive all incomings addressed to the Chief of Mission's Office; managing the time of the Chief of Mission including establishing/arranging appointments, maintaining Chief of Mission's calendar, receiving and directing visitors, placing and screening calls and answering queries; making contacts with embassies, UN agencies, international institutions, government offices, and Regional Offices;
- b. Handling and maintaining policy, confidential and general management files including all correspondences.
- c. Drawing Chief of Mission's attention to important, sensitive and time-bound information.
- d. Following up implementation of assignments from the Chief of Mission to staff;
- e. Establishing and maintaining a document/work assignment tracking system including receiving, screening, logging, and routing as well as maintaining a system for follow-up and retrieval.
- f. Making travel arrangements for the Chief of Mission including travel itinerary, booking, logistical requirements, visa, all protocol and other administrative matters;

- g. Checking and clearing for format presentation and accuracy all outgoing correspondences submitted for the Chief of Mission's signature.
2. Provides secretarial and document processing services by:
- h. Drafting, at the request of the Chief of Mission, routine correspondences like letters, memos, note Verbal's etc;
  - i. Assist in the preparation and servicing of conferences/workshops/events/meetings by:
    - a. establishing contact with the invitees; (ii) following-up on the invitation letters; (iii) ensuring preparation and distribution of documents, etc.
  - j. Participating in the organization and preparation of staff meetings.
  - k. Preparing and updating proposed calendar of conferences, meetings, seminars and workshops of the Chief of Mission.
3. Supports CO activities by;
- a. Support the project development and donor reporting through elaboration of the programmes/projects log frame/result matrix on a continuous basis.
  - b. Support the Head of PSU in coordinating IOM responses to recurrent and ad-hoc donor requests, including the collection, edition and dissemination of institutional and thematic information.
  - c. Follow up on the development and updating outreach tools including donor profiles, partnership for action booklets, etc.
  - d. Compile and provide administrative support for the drafting of any other information and documents necessary for project development, reporting and donor liaison purposes.
  - e. Performing other duties as requested

### **Required Qualifications and Education and Experience**

- Master's degree in political or social Sciences, Humanitarian Affairs, Law, International Relations, Disaster Risk Reduction/Disaster Risk Management, or a related field from an accredited academic institution with five years of relevant professional experience; or,
- University degree in the above fields with seven years of relevant professional experience.
- Experience in managing humanitarian, complex and post conflict emergencies at an international level.
- Experience in liaison with the government authorities, donors, national/international institutions and multi-stakeholders
- Experience in project development and reporting.
- Experience in program implementation, monitoring and evaluation; and,
- Experience working in the Region.

### **Languages**

Fluency in English and French (oral and written).

### **How to apply:**

Interested candidates are invited to submit applications (motivation letter and CV) quoting the **SVN number** indicated above by email [iomdjhrd@iom.int](mailto:iomdjhrd@iom.int)

**Only shortlisted candidates will be contacted.**