



Organisation internationale pour les migrations (OIM)
L'organisme des Nations Unies chargé des migrations

Special Vacancy Notice

SVN 2023 /26 /DJ

Open to Internal and External Candidates

Position Title	:	Administrative Clerk
Duty Station	:	Djibouti
Grade	:	G3/1
Duration of contract	:	6 months renewable (upon
Starting Date	:	confirmation of funds)
Référence	:	As soon as possible
Closing date	:	SVN 2023 / 026/ DJ
		6 January 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.

CONTEXT :

- Under the overall supervision of the Chief of mission in Djibouti and direct supervision of the National Resource Management Officer, the successful candidate will be responsible for the following.

RESPONSABILITES :

- Type, format and draft routine correspondence; collate tables, reports, presentations, publications, and other documentation;
- Receive, screen and direct telephone calls and visitors; respond to routine internal and external enquiries and/or refer to appropriate contacts /units;
- Enter, retrieve, structure and update selected information and data from various sources (e.g. Intra-/Internet, office files, etc.); present results in standard format;
- Set up and maintain office files and reference systems according to standard procedures;
- Initiate, view and track a variety of administrative transactions in the computerized financial / travel / human resources systems;
- Support the organization and administration of meetings, workshops and events (e.g. arranging for meeting rooms and other facilities.
- Assist with arranging for travels: organize transport, logistics, accommodation, documents;
- Ensure availability of office supplies and appropriate maintenance of office equipment; and,
- Perform other duties as required.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- High school diploma with three years of relevant experience; or,
- Bachelor's degree in Business Administration or related fields from an accredited institution with one year of relevant professional experience.
- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook;
- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things; and,



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- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

LANGUAGES

Excellent written and spoken English and French.

HOW TO APPLY:

Interested candidates are invited to submit applications (motivation letter , CV and PHF form duly completed) quoting the **SVN number** indicated above by email: iomdjihrd@iom.int .

Only shortlisted candidates will be contacted.