



International Organization for Migration (IOM)
The UN Migration Agency

Special Vacancy Notice

Position Title: **Receptionist/Administrative Assistant**
Duty Station: **Bangkok, Thailand**
Classification: **General Staff, Ungraded (THB: 49198.25/month)**
Type of Appointment: **Special Short Term, Six months with possibilities of extension**
Expected Start Date: **As soon as possible**
Closing Date of Vacancy: **12 July 2018**
Reference Code: **ROBKK-SVN2018-063**

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:

The IOM Regional Office for Asia and the Pacific (ROAP) in Bangkok, Thailand works to support 32 country offices and covering 40 countries across the Asia and Pacific region. The key responsibility of the ROAP is to formulate regional strategies and plans of action and to provide programmatic and administrative support to the countries within the region.

Under the direct supervision of the Regional Human Resources Officer (RHRO) and overall supervision of the Senior Regional Resources Management Officer (SRRMO) in Bangkok, Thailand, the incumbent will work as a Receptionist and will also provide day to day Administrative/HR support to the Regional Office for Asia and the Pacific.

Core Functions/Responsibilities:

The successful candidate will have the following duties and responsibilities:

1. Welcome visitors by greeting them, in person or on the telephone; answering or forward any incoming phone calls while providing basic information as needed.
2. Receive and sort daily mails/ deliveries/ couriers; and distribute as necessary. Ensure record keeping and maintenance of all relevant correspondences, accordingly to IOM guidelines, bearing in mind the confidentiality of the information.
3. Maintain security by following procedures and controlling access such as monitoring logbook, issuing visitor badges, etc.
4. Update the Regional Office's appointment calendars and assist in scheduling meetings/ appointments and assist during meetings and events, as required.
5. Update different type of contact/distribution lists, including Global Address List (GAL), Regional Office Directory, IOM Location List, etc.
6. Act as a time keeper for the RO and monitor the office attendance/ absences.
7. Assist the RHRO in maintaining the HR personal file on regular basis.
8. Assist in facilitating the visa application process.
9. Assist/guide on logistics issue to the new Colleagues.
10. Prepare different type of letter and payments requests when/as required.
11. Act as a focal point for the Travel Authorization and Travel Expense Claims review and process.
12. Oversee the Regional Office library and maintain the organization of library materials.

IOM is an equal opportunity employer and women are encouraged to apply.
IOM Offices and vehicles have smoke-free work environment.



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13. Perform all other duties as may be assigned. Assist to ensure office premises, particularly the reception area and meeting rooms, are well-maintained, including the ITC equipment in the meeting room.
14. Perform other administrative duties such as filing, photocopying, collating, faxing, etc. and provide general support to the Resources Management Unit in absence of Colleagues.
15. In the absence of the Executive Assistant, screen incoming communications, filter outgoing correspondence for Regional Director's signature, clearance and further action by other staff, as needed.
16. Perform such other related duties as may be assigned.

Required Qualifications and Experience:

Education

- Bachelor's degree/ higher from an accredited academic institution with one year of relevant work experience; or
- High school degree/ certificate with three years of relevant work experience.
- Specialized training in secretarial studies desirable, but not required.

Experience

- Experience working in a similar role, preferably in an international, non-profit environment;
- Proven ability to accomplish assignments with little supervision;
- Excellent interpersonal skills both in person and by phone, with high professionalism;
- Ability to handle information and documents with confidentiality;
- Ability to be resourceful and proactive in dealing with issues that may arise;
- Proficient using the latest versions of Microsoft Word, Excel, PowerPoint, Access, and mail merges; email and web searches.

Languages

Fluency in English and Thai is required.

Desirable Competencies:

Behavioral

- Accountability – takes responsibility for action and manages constructive criticisms;
- Client Orientation – works effectively well with client and stakeholders;
- Continuous Learning – promotes continuous learning for self and others;
- Communication – listens and communicates clearly, adapting delivery to the audience;
- Creativity and Initiative – actively seeks new ways of improving programmes or services;
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others;
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter;
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation;
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

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How to Apply:

Interested candidates are invited to submit their applications via e-mail to ***ROBangkokHR@iom.int***. Please mention the reference code in subject line with the following documents

- Cover letter, indicating the dates of availability;
- Curriculum vitae;
- Duly completed IOM Personal History Form (may be downloaded from <http://th.iom.int>);

Please ensure that your application is complete with the above-mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a rule, candidates who have not properly submitted their application with required documents will be excluded from consideration.

Any attempt for persuasion will be considered as a disqualification

ONLY SHORT-LISTED CANDIDATES WILL BE CALLED FOR ASSESSMENT