



International Organization for Migration (IOM)  
The UN Migration Agency

## Open to Internal and External Candidates

Position Title : **Executive Assistant to the Chief of Mission**  
Duty Station : **Bangkok, Thailand**  
Classification : **General Service Staff (G4)**  
**THB 61,967.50 per month**  
Type of Appointment : **Special Short-Term Contract, 9 months with possibility of extension**  
Estimated Start Date : **As soon as possible**  
  
Closing Date : **July 18, 2018**  
Reference Code : **SVN 008/2018**

Established in 1951, IOM is the leading inter-governmental 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.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

### **Context:**

Under the direct supervision of the Chief of Mission, the successful candidate will provide effective administrative support to the Chief of Mission and ensure flow of communications between the Chief of Mission and internal and external parties.

### **Core Functions / Responsibilities:**

Particularly, he/she will carry out the following duties:

1. Provide general secretarial and administrative support to the Office of the Chief of Mission;
2. Screen and monitor emails, phone calls, visitors and correspondences for the Office of the Chief of Mission;
3. Maintain calendar and schedule of the Office of the Chief of Mission;
4. File copies of incoming and outgoing mails;
5. Coordinate transportation; travel schedules, and itineraries in coordination with Common Service Unit;

6. Manage travel itineraries for the Office of the Chief of Mission including obtaining documentation needed for the travel;
7. Assist in the unofficial translation of documents for the Office of the Chief of Mission;
8. Conduct internet research for the Office of the Chief of Mission in preparation for meetings and other events;
9. Maintain an efficient filing system for hard and electronic copies including managing folders in the shared and server folder and ensuring they are updated;
10. On behalf of the Chief of Mission, draft official letters to external parties or memos to internal staff members;
11. Facilitate knowledge sharing among staff by organizing a bi-monthly informal information sharing session (brown bag lunch);
12. Organize internal and external meetings, official events, workshops, etc. including planning meeting budget, identifying venues, coordinating with vendors, liaising with participants and providing on-site support as needed;
13. Provide confidential administrative support to the Thai government or other external participants who are invited to IOM's events abroad;
14. Coordinate internal meetings with heads of unit requested by the Chief of Mission;
15. Perform any other duties as may be assigned.

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

- University Degree in Business Administration, Social Sciences or related field;
- At least 3 years of experience in secretarial or clerical support field;
- Discreet, detail-oriented, patience with willingness to learn new tasks;
- Work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage;
- Team-work oriented, capacity to work independently; sensitive to gender issues, personal commitment, efficiency, flexibility, experience in working effectively and harmoniously with colleagues from varied cultures and professional backgrounds at all levels;
- Proficient in MS office applications e.g. Word, Excel, PowerPoint, Email, Outlook.

### **Languages**

Fluency in English and Thai.

### ***Required Competencies***

The incumbent is expected to demonstrate the following competencies:

- **Accountability** – Follows all relevant procedures, processes, and policies
- **Client Orientation** – Establishes and maintains effective working relationships with clients

- **Continuous Learning** – Keeps abreast of developments in own professional area
- **Communication** – Writes clearly and effectively, adjusting wording to the intended audience
- **Creativity and Initiative** - Proactively develops new ways to resolve problems
- **Leadership and Negotiation** - Presents goals as shared interests
- **Performance Management** – Provides constructive feedback to colleagues
- **Planning and Organizing** - Identifies risks and makes contingency plans
- **Professionalism** - Drives IOM vehicles in a safe manner consistent with local regulations
- **Teamwork** – Actively contributes to an effective, collegial, and agreeable team environment
- **Technological** - Understands applicability and limitation of technology and seeks to apply it to appropriate work
- **Operations** - Effectively coordinates actions with other implementing partners

### ***Other***

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

### ***How to apply:***

Interested candidates are invited to submit their applications along with a duly completed IOM Personal History Form to the IOM Bangkok Human Resources Unit at e-mail [bkkrecruitment@iom.int](mailto:bkkrecruitment@iom.int) by **July 18, 2018** at the latest. The form can be downloaded from <https://thailand.iom.int/sites/default/files/Recruitment/IOM%2BPersonal%2BHistory%2BForm%2B%282012%29.xls> Kindly indicate the reference code **SVN08/2018** followed by your full name in the subject line.

Applications should include: a) a cover letter, indicating the dates of availability; b) a curriculum vitae; c) a duly completed IOM Personal History Form (may be downloaded from [thailand.iom.int](http://thailand.iom.int));

Only shortlisted candidates will be contacted.

### ***Posting period:***

From 04.07.2018 to 18.07.2018