



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Administrative Assistant (Legal Hub)**
Duty Station : **Bangkok, Thailand**
Classification : **General Service Staff, G5**
Type of Appointment : **One Year Fixed Term**
Estimated Start Date : **As soon as possible**
Closing Date : **17 May 2024**

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:

The Department of Legal Affairs (LEG) provides legal advice to the Director General, the Deputy Directors General, the Regional Offices, Country Offices, and other Departments and Offices of the Organization. The Department provides support to ensure that the activities and operations of the Organization are carried out in accordance with the Legal Framework governing IOM, including the IOM Constitution, decisions of the governing bodies of IOM, the Unified Staff Regulations and Rules, the Financial Regulations and Rules, IOM instructions and international law.

The Department of Legal Affairs is comprised of three Divisions (the Contracts Law Division (LEGCR), the General and Administrative Law Division (LEGGL), the Institutional Law and Programme Support Division (LEGPS)) and the Regional Legal Hubs. The Regional Legal Hubs will address the legal matters that arise in their respective Region, in coordination with the three Divisions of the Department.

Under the overall supervision of the Deputy Director of the Department of Legal Affairs (LEG) and direct supervision of the Senior Legal Officer in Bangkok; and, in close coordination with the Senior Legal Assistant in Headquarters, the successful candidate will provide administrative support services and assistance to the Regional Legal Hub and the Department of Legal Affairs in Headquarters.

Core Functions / Responsibilities:

1. Provide administrative and secretarial support to the Regional Legal Hub and the Department of Legal Affairs in Headquarters, including preparation and follow-up actions related to meetings and travel (travel authorizations, flight and hotel reservations, travel claims), organizing conference calls, participating in meetings and preparing minutes.
2. Support the Regional Legal Hub and the Department, in coordination with the Senior Legal Assistant, with its internal knowledge management and archiving systems to ensure consistency and continuity in providing legal advice, including maintaining the electronic and hard copy files and records.
3. Assist the Senior Legal Assistant with the maintenance of the Department's intranet/internet pages, the access and retrieval of information and records from relevant departmental databases.
4. Assist in editing, proofreading and finalizing official notes verbales, correspondence, legal and other documents for signature and approval.
5. Receive all incoming requests and queries addressed to the Regional Legal Hub and provide assistance in monitoring other departmental mailboxes, as needed.
6. Perform such other duties as may be required.

Required Qualifications and Experience

Education

- University degree, preferably in Business Administration, or a related field from an accredited academic institution with three years of relevant experience; or,
- Completed High School/Secondary school education with five years of relevant professional experience.

Experience

- Experience in procurement processes;
- Experience in organizing conferences and events;
- Demonstrated experience in paralegal and/or administrative support in a legal department of an intergovernmental organization or a law firm is highly desirable;
- Experience dealing with deadlines and confidential information;
- Experience in research and preparation/formatting of legal documents is desirable;
- Experience dealing with high-level counterparts and diplomatic missions would be an advantage; and,
- Knowledge of and work experience in IOM's administrative procedures are desirable.

Skills

- Proficiency in electronic research of documents and legal materials;
- Advanced knowledge of computer programmes (e.g. MS Office applications such as Word, Excel, SharePoint, etc.) and filing systems; and,
- Editing skills in English, French and/or Spanish would be an advantage.

Languages

- Fluency in **English** language is required.
- Working knowledge of French and/or Spanish is an advantage.

Required Competencies

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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

Core Competencies – behavioural indicators *level 1*

- 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.

How to apply:

Interested candidates are invited to submit their applications via IOM [e-Recruitment system](#) within the above said deadline referring to this advertisement.

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.
- IOM only accepts duly completed applications submitted through the IOM e-Recruitment system. The online tool also allows candidates to track the status of their application.
- Only shortlisted candidates will be called for assessment.

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 general rule, candidates who have not properly submitted their application with required documents will be excluded from consideration.