



Vacancy Notice No : VN 2022/25
Position title : Administrative Assistant
Duty Station : Belgrade
Classification : General Service Staff
Type of Appointment : SST UG
Estimated Start Date : October 2022
Closing Date : 28 October 2022

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.

General functions

Within the project “EU Support to Migration Management in Serbia – Improving reception capacity, protection services and access to education III” under the overall supervision of the Project Coordinator and under the direct supervision of the MoESTD Education component Focal point the incumbents will be responsible for the following tasks:

- Perform administrative duties for the activities under the Education Component of the project.
- Updating and systematization of documentation within the Education Component of the project;
- Initiate correspondence to verify data, answers queries and obtains additional information on administration;
- Regular coordination with administrative staff in IOM Project Management Unit
- Organization (administrative and technical support) of trainings, meetings, workshops and/or other events, preparation of relevant documentation, drafting minutes and relevant reports
- Processing and systematization of data on the number of migrant students involved in the education process and reporting it to the MoESTD Education component Focal point;
- Preparation of monthly report on the education of migrant students and reporting to MoESTD Education component Focal point;
- Communication with advisors specialized for additional support to children in a stressful situation;
- Continuous communication with the Project Implementation Team in MoESTD;
- Logistical preparation and organization of the MoESTD Project Implementation Team meetings;
- Logistical organization of the MoESTD sub-PIU visits to the field.
- Registration of incoming and outgoing correspondence, archiving of documentation relevant to the project;
- Perform such other duties as may be assigned by Project Coordinator.

Desirable Qualifications and Experience:

- University degree from an accredited academic institution, with at least two years of relevant professional experience, preferably in administrative support or similar roles; or
- Completed High School degree from an accredited academic institution, with at least two years of relevant professional experience
- Work experience in administrative support required
- Demonstrated proficiency with Microsoft Office applications, including Excel

Languages Required*Fluency in Serbian**Basic in English****How to apply:***

Interested candidates to submit their applications as soon as possible by sending the IOM Personal History form in English language available on IOM Serbia [website](#) and a motivation letter, not more than one page, via email to iombegvacancy@iom.int quoting this respective Vacancy notice number (CVN 2022/26) in the subject.

Only shortlisted candidates will be contacted.

Position is subject to availability of funding

Posting period: From 19.10.2022 to 28.10.2022

The incumbent is expected to demonstrate the following values and competencies:

Values - all IOM staff members must abide by and demonstrate these three 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.

Core Competencies – behavioral 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.