



Vacancy Notice No : IVN 2023 10  
Position Title : Finance/Administrative Assistant  
Duty Station : Belgrade  
Type of Appointment : Internship  
Estimated Start Date : September 2023  
Closing Date : 31 August 2023

*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.*

Under the general oversight of the Chief of Mission a.i. and direct supervision of the Project Coordinator the incumbent will be responsible for the following tasks:

- Provide technical and logistical support to organization of trainings, meetings, workshops and/or other events, booking of venues and assisting with logistics
- Provide administrative support in relation to trainings, meetings, workshops and/or other events such as preparation of relevant documentation before and after the event
- Filing, photocopying and scanning all relevant documentation as required by relevant IOM staff
- Assist in the preparation of the payroll by executing validity checks on monthly payroll results;
- Provide assistance to relevant IOM staff with travel requests and expense claims
- Provide assistance to relevant IOM with purchase requests and payments
- Provide assistance to relevant IOM with introducing information in PRISM platform
- Regular coordination with administrative staff in IOM Project Management Unit
- Conduct other duties as may be assigned.

### **Qualifications and Experience**

- Secondary School Diploma with an equivalent combination of education, training & experience;
- Excellent Computer Skills
- Internship at International Organizations / Embassies will be considered as the advantage

### **Accountability:**

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

### **Languages**

Fluency in Serbian and English is mandatory.

### **How to apply:**

Interested candidates to submit their applications as soon as possible by sending IOM Personal History form in English language available at <https://serbia.iom.int/vacancy>, and a motivation

letter, not more than one page, via email to [iombegvacancy@iom.int](mailto:iombegvacancy@iom.int) quoting this respective **Vacancy notice number (IVN 2023 10) in the subject.**

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