



IOM International Organization for Migration

SPECIAL VACANCY NOTICE AT2018/02

Open to Internal and External Candidates

Position Title : **Project Clerk**
Duty Station : **IOM Country Office for Austria**
Classification : **General Service Staff, Grade G3, 80%**
Type of Appointment : **Special Short Term (9 months, with possibility of extension)**
Estimated Start Date : **1 January 2019**
Closing Date : **December 9, 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 overall supervision of the Head of Office and the direct supervision of the Head of Integration Unit, the successful candidate will be responsible for providing effective and efficient administrative support to Integration Unit.

Core Functions / Responsibilities:

1. Perform general administrative tasks (e.g. arrangements and note-taking for meetings and other events such as trainings and workshops, venue reservations etc.) including the preparation and/or processing of administrative requests/documents (e.g. requisitions, purchase orders, travel requests, contracts, expenditure authorizations, etc.).
2. Provide secretarial, administrative and logistics support to meetings, boards, committees, conferences, etc. Respond or draft responses to routine correspondence and other communications. Research, compile, and organize information and reference materials from various sources for reports, plans, studies, briefings, training, meetings/conferences, etc.
3. Monitor processes and schedules related to the work of the Division and, where applicable, assist in the verification of data sets and accuracy of documents, reports, etc. to ensure correctness and compliance with relevant guidance material.
4. Research, compile, and organize information and reference materials from various sources for reports, plans, studies, briefings, training, meetings/conferences, etc. Review and

generate a variety of standard statistical and other reports using various databases. Proofread documents and edits text and/or numerical values for accuracy, style and adherence to established format standards. Perform data entry and extraction functions.

5. Assist in the preparation and adaptation of presentation materials.
6. Update and maintain large distribution lists; monitor, prepare, and distribute various materials, reports, where possible using electronic formats; handle arrangements for printing and translation as necessary; coordinate shipment or courier services, etc.
7. Perform any other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree at Bachelor or equivalent or higher and a minimum of one year of work experience in the field of migration and integration; the University degree should ideally have been completed in the field of social sciences, e.g. political sciences or related studies;
- Or High school diploma or equivalent and a minimum of three years of work experience in the field of migration and integration;

Experience

- Good knowledge of EU and national funding mechanisms;
- In-depth knowledge of the Austrian and European migration and integration landscape, policies and institutions;
- Comprehensive (legal and social) knowledge in terms of refugees is an asset;
- Demonstrated proficiency with Microsoft Office applications, including Excel, PowerPoint, Good knowledge of information technology and proficiency in Microsoft Office applications especially Excel, Word, PowerPoint, Publisher, and SharePoint.
- Previous work experience in international organizations and companies would be an advantage.

Languages

Fluency in **English** and **German** is required.

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.

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.

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 application to integrationvienna@iom.int by December 9, 2018 at the latest, referring to this advertisement.

The application has to contain a letter of motivation, a CV and a duly filled in Personal History Form (see link on website).

Only shortlisted candidates will be contacted.

Posting period:

From 23.11.2018 to 09.12.2018