



International Organization for Migration (IOM)
The UN Migration Agency

Vacancy Notice

Open to Internal and External Candidates

Reference Number : **PLVN22 - 020**
Position Title : **Administrative Assistant**
Duty Station : **Warsaw, Poland**
Classification : **General Services, G4**
Type of Appointment : **One-Year Fixed Term, with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **13 November 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.

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 Chief of Mission and the Chief Medical Officer (CMO) and the direct supervision of the Migration Health Project Officer, the successful candidate will be responsible for carrying out the following duties and responsibilities in relation to the Migration Health Assessment Centre (MHAC) in Warsaw Poland.

The role of the administrative assistant is to support the Migration Health Assessment Clinic (MHAC) in the smooth running of its administrative duties.

Core Functions / Responsibilities:

1. Maintain various internal office administrative support procedures such as document tracking, filing, archiving and monthly reporting.
2. Assist in maintaining order in the e-archiving system for medical files, blood test results and follow-ups.
3. Prepare mail out lists for the embassies; liaise with the embassies regarding the processing status of immigrants and dispatch of the documents.

4. Set up and maintain an orderly storage system for Chest X-rays and keep hard copies of medical documents (informed consent, radiologist's report, sputum smear results, pregnancy test results etc.).
5. Photocopy and scan medical documents as necessary.
6. Suggest improvements to strengthen internal control mechanisms; provide inputs for new procedures to complement or to improve existing instructions/standard operating procedures in order to achieve streamlined efficiencies.
7. Receive all completed medical deferrals/furtherance, x-rays and other documents from MHD, update the reception of the same in the database and forward to the migration health physician for clearance.
8. Provide feedback on staff allocation to the various units within the MHAC.
9. Maintain an inventory and organize timely, cost-effective and appropriate procurement and storage of stationaries, IT equipment and consumables, hygiene products, medical supplies and equipment, as needed for the MHAC.
10. Coordinate the acquisition, renovation, refurbishment and regular maintenance of the MHAC facility with the MHAC Supervisor and Administrative Assistant Supervisor if applicable.
11. Administer the office's petty cash and submit the necessary reports to supervisor. Ensure reconciliation of service fees and bank statements.
12. Assure correctness of travel authorization and advise on allowances for staff members leaving on duty travel.
13. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

Bachelor's degree in Administration Management/ Medical Administration or a related field from an accredited academic institution with at least two years of relevant working experience; or secondary School Diploma with at least four years of relevant working experience.

Experience

- Two years relevant professional experience, preferably in administrative support or similar roles;
- Working with refugees/migrants in a medical setting is an advantage;
- Previous working experience with NGOs or international organizations is an advantage;
- Demonstrate accuracy in handling and reporting data.

Languages

For all applicants fluency in English and Polish is required.

Notes

Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>)

Required 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 – 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

IOM is committed to a diverse and inclusive environment.

This post is subject to local recruitment. Only those holding a valid residence and work permit for Poland will be eligible for consideration.

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

At the time of recruitment, all candidates must disclose any known relative or spouse who works for IOM. Candidates may also be requested to provide documentary evidence of academic degree(s), professional licenses, and proof of no criminal records as relevant to the requirements of the position advertised.

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

Vaccination against COVID-19 will be required for IOM personnel who are hired or otherwise engaged by IOM. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination.

How to apply:

Interested candidates are invited to submit their application including **a CV and a completed Personal History Form in English by email to: rscrecpl@iom.int** specifying the vacancy reference number **PLVN22 – 020 and full name** in the subject line.

Please click this link to access [Personal History Form \(four pages\)](#)

Posting period:

From 17.10.2022 to 30.10.2022

From 31.10.2022 to 13.11.2022

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.