



IOM Poland CALL FOR APPLICATIONS

Reference Number : **PLCFA22-050**
Position Title : **Office Assistant**
Duty Station : **Warsaw, Poland**
Type of Appointment : **Special Short-Term Ungraded Contract**
Closing Date : **Open-ended**

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. The International Organization for Migration (IOM) is committed to the principle that humane and orderly migration benefits migrants and society. As the leading international organization for migration, IOM acts with its partners in the international community to: assist in meeting the growing operational challenges of migration management; advance understanding of migration issues; encourage social and economic development through migration, and; uphold the human dignity and well-being of migrants.

IOM has been active in Poland since 2002 under an agreement with the Polish government and conducts various migration programs, including activities supporting the integration of male and female migrants into Polish society. IOM in Poland implements projects aimed at the private sector to promote ethical recruitment, respect for the rights of migrants and migrant women as well as the elimination of forced labour from value chains and the prevention of human trafficking.

Context:

Under the overall supervision of the Chief of Mission, and direct supervisor of Resources Management Officer, the successful candidate will be responsible and accountable for managing the administration function in Warsaw office.

Core Functions / Responsibilities:

1. Receive visitors, place and screen telephone calls and respond to routine requests for information;
2. Provide office, administrative and logistics support to staff member and coordinate purchase orders of office equipment (e.g. stationery, chairs, desks, etc);
3. Make travel and hotel arrangements and prepare travel authorizations/claims for staff as required;
4. Support in contracting telecommunication company and keep track of telephone/mobile phone bills of staff in the Mission, by also preparing respective payment documentation;
5. Assist fleet management with vehicles assigned to staff, keeping track of fuel invoices monitoring, handling;
6. Contribute in assessment of office buildings and support in negotiation of building/office contracts;
7. Contribute to IOM Office buildings' management, following up with service providers for the maintenance and repair of office equipment and assets;
8. Collect utility bills for IOM facilities and prepare respective payment documentation;
9. Support in monitoring expenses of activities under RMU, preparation of regular progress reports and statistical data;

10. Coordinate with IT and project teams, on purchase and delivery of relevant equipment (e.g. laptops, phones, sim cards) to staff members
11. Perform any other duty that may be assigned.

Required Qualifications and Experience

Education

- High school diploma with two years of relevant experience; or,
- University degree with one year of relevant professional experience.

Experience and Skills

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook;
- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Languages

Fluency in **Polish** (oral and written) is required. Good knowledge of English is preferred.

Good knowledge of other languages will be an advantage.

Required Competencies

IOM's competency framework can be found at this [link](#).

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

- 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: [IOMPolandHR@iom.int.](mailto:IOMPolandHR@iom.int)**, specifying the vacancy reference number **PLCFA22-050 and full name** in the subject line.

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

Due to the volume of applications received, IOM Poland will not be able to respond to all inquiries about the application status and will only contact shortlisted candidates.

Posting period:

From 15 April 2022 – open-ended