



International Organization for Migration (IOM)
The UN Migration Agency

SVN-2024-025

Position Title : **Project Administrative Assistant**
Duty Station : **San José, Costa Rica**

Classification : **SST G4 - Gross Monthly Salary CRC 791.461,54**

Type of Appointment : **Special Short Term**

Estimated Start Date : **As soon as possible**

Closing Date : **April 25^h, 2024**

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. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, the following candidates are considered as first-tier candidates:

1. Internal candidates
2. Qualified applicants from the following NMS countries:

Algeria, Angola, Antigua and Barbuda, Bahamas, Belize, Benin, Burundi, Cambodia, Cape Verde, Cameroon, Central African Republic, Czech Republic, Comoros, Djibouti, El Salvador, Gabon, Gambia, Guyana, Holy See, Iceland, Israel, Lesotho, Libya, Luxembourg, Madagascar, Maldives, Malta, Marshall Islands, Montenegro, Micronesia, Mongolia, Namibia, Nauru, Papua New Guinea, Paraguay, Republic of Congo, Saint Vincent and the Grenadines, Samoa, Seychelles, Somalia, Suriname, Swaziland, Tanzania, Timor Leste, Togo, Trinidad and Tobago, Vanuatu, Venezuela, Vietnam, Yemen

3. External female candidates.

Organizational Context and Scope

The International Organization for Migration (IOM) - the UN Migration Agency occupies the leading role in supporting Member States in migration management. In Costa Rica, IOM implements programs of assistance to vulnerable migrants, capacity building of governmental institutions and strengthening the link between migration and development. Under the Other Lawful Pathways Unit IOM will be implementing two regional programmes, one called “Movilidad Segura” with support from the United States, Canada and Spain to reduce unlawful migration across the Western Hemisphere and significantly expand access to resettlement and other legal pathways for admission for refugees and migrants. The new measures include the establishment of special offices or centers initially, in Colombia and Guatemala and, later, in Costa Rica. Potential migrants and refugees will have access to Refugee Admissions Program i.e. Resettlement and humanitarian visas as well as other lawful pathways, including CHNV Visas, Family reunification, labor pathways and other lawful pathways. And the second project is the Western Hemisphere Regional Assisted Voluntary Return (AVR) Program, this initiative responds to continued requests from migrants in the region who express interest in returning to their countries of origin due to a variety of personal and family reasons but do not have the financial or other means to do so.

Under the overall supervision of the Chief of Mission (CoM), the direct supervision of the Safe Mobility Coordinator, and in close collaboration with the relevant units (including the Operational, Protection, the Movements unit, AVR project and the Resettlement Support Centre), the Project Administrative Assistant will be responsible for executing the following tasks:

Responsibilities and Accountabilities

1. Contribute to the development of a work plan - in coordination with the Programme Coordinator, for the planning of financial resources and the implementation of project activities.
2. Provide assistance so that all purchases, contracting services and other expenses made are supported with the documentation (receipts, quotes, payment requests, etc.) required by OIM.
3. Assist to draft notes, invitation letters, agreements, contracts, and other required instruments.
4. Assist in the organization of logistical and administrative preparations for conferences, meetings, seminars, and other activities organized by the Unit, attending certain events as required.
5. Assist in the organization of vehicle and driver support requests in order to cover scheduled and unforeseen activities.
6. Assist in the control and execution of regular payments associated with the projects (eg, payment of consultants' fees and other services).
7. Keep updated the telephone numbers, fax, email address and other contact information of the pertinent officials, counterparts and OIM person.
8. Support in travel arrangements and other related procedures for staff or consultants, as required.

9. Receive, classify, archive, and follow up on the communications received and / or generated by the project.
10. Keep an up-to-date inventory of supplies and equipment.
11. Assist in the preparation of project reports and orderly systematization of annexes and supporting documents.
12. Other associated and relevant functions for the correct execution of the project assigned by your supervisor according to the needs of the position.

Required Qualifications and Experience

The incumbent is expected to demonstrate the following technical and behavioral competencies:

EDUCATION AND EXPERIENCE

EDUCATION

- High School diploma with four (4) years of relevant professional experience
Or
- Bachelor's degree in administration, accounting, or related careers with two (2) years of relevant professional experience.
- Solid knowledge in budget management.
- General studies in migration will be an advantage.

EXPERIENCE

- Two years of relevant Experience in administrative tasks of project cooperation, preferably with United Nations agencies.
- Experience with international organizations, non-governmental or governmental organizations.

Skills

Responsibility

- Accept and give constructive criticism.
- Follow all procedures, processes, and policies.
- Meet deadlines, cost, and quality requirements for results.
- Check your own work to correct mistakes.
- Assume responsibility to meet commitments and possible deficiencies.

Customer orientation

- Identify the immediate and peripheral clients of the job.
- Establish and maintain effective working relationships with clients.
- Identify and verify changes in the needs of clients, including donors, governments, and project beneficiaries.

Continuous learning

- Contribute to the learning of colleagues.

- Show interest in improving relevant skills.
- Show interest in acquiring relevant skills from other functional areas.
- Keep abreast of developments in your field of expertise.

Communication

- Actively share relevant information.
- Communicate clearly and listen / receive feedback on priorities and procedures.
- Write clearly and effectively, adapting the wording and style to the intended audience.
- Listen effectively and communicate clearly, tailoring delivery to the audience.

Creativity and Initiative

- Proactively develop new ways to solve problems.
- Leadership and Negotiation
- Convince others to share resources.
- Present goals as shared interests.

Performance management

- Provide constructive feedback to colleagues.
- Provide fair, accurate, timely and constructive staff evaluations.
- Appropriately utilize personnel evaluations in recruitment and other relevant HR procedures.

Planning and organization

- Set clear and achievable goals consistent with agreed priorities for herself/himself and others.
- Identify priority activities and tasks for herself/himself and others.
- Organize and document work to allow for planned or unplanned handover.
- Identify risks and develop contingency plans.

Professionalism

- Master the subject related to your responsibilities.
- Identify fundamental problems, opportunities and risks with responsibilities.
- Incorporate gender-related needs, perspectives and concerns, and promote gender equality participation.
- Persistent, calm and courteous in the face of challenges and stress.
- Treat all colleagues with respect and dignity.
- Work effectively with people of different cultures adapting to relevant cultural contexts.
- Knowledgeable and promoter of the IOM's main mandate and migration solutions.

Teamwork

- Actively contribute to an effective, collegial and friendly team environment.
- Contribute and meet team goals.

- Give credit where it is due.
- Seek input and feedback from others.
- Appropriately delegate tasks and responsibilities.
- Actively support and implement final team decisions.
- Take joint responsibility for the team's work.

Technological Knowledge

- Learn about the technological developments available.
- Proactively identify and advocate for profitable technology solutions.
- Understand the applicability and limitation of technology and seek to apply it to the appropriate job.

Languages: Fluency in English and Spanish (oral and written) is required.

Competencies¹

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

VALUES - All IOM staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

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.

Courage: Demonstrates willingness to take a stand on issues of importance.

Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

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 actions and delegated work.

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

Communication: Encourages and contributes to clear and open communication.
Explains complex matters in an informative, inspiring and motivational way.

How to apply:

The candidate should send his/her application through the following email
cosanjosevacancies2@iom.int using as Subject:
“SVN 2024-025 Project Administrative Assistant G4 ”

The application must include:

- Curriculum with 3 references.
- Letter of interest.
- In case of receiving applications from foreigners living in Costa Rica, they must submit their work permit.

Candidates must submit their offer by **April 25th, 2024**. No applications will be considered after this date. Shortlisted candidates will be invited to an interview.

Only short-listed candidates will be contacted.

You can check the Post Description on <https://costarica.iom.int/es/vacantes>.

The International Organization for Migration (IOM) does not discriminate on the basis of disability, age, gender identity and expression, sexual orientation, nationality, racial identity, religious beliefs, among others. IOM is committed to a diverse and inclusive environment and therefore its staff come from a wide range of socio-economic backgrounds and world perspectives. Candidates from women, people of African descent and LGBTIQ+ people who are qualified and meet the requirements of each vacancy are especially encouraged.

La Organización Internacional para las Migraciones (OIM) no discrimina por motivos de discapacidad, edad, identidad y expresión de género, orientación sexual, nacionalidad, identidad racial, creencias religiosas, entre otras. La OIM está comprometida con un entorno diverso e inclusivo y por ello su personal proviene de una amplia gama de entornos socioeconómicos y perspectivas del mundo. Se alienta especialmente las candidaturas de mujeres, personas afrodescendientes y personas LGBTIQ+ que se encuentren cualificadas y cumplan los requisitos de cada vacante.

