



International Organization for Migration (IOM)  
The UN Migration Agency

**SVN-2024-002**

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

Classification : **SST G4 - Gross Monthly Salary CRC 792.461,54**

Type of Appointment : **Special Short Term**

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

Closing Date : **January 22th, 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 IOM Mission in Costa Rica is constantly growing and receiving more funds to implement a variety of projects. Under the framework of PXD projects, the Mission signed an agreement with New York University with funding from the State Department's Office to Monitor and Combat Trafficking in Persons (J/TiP) to expand programming and research to significantly reduce the human trafficking, will develop an intervention strategy to reduce the prevalence of human trafficking in five selected communities of Puntarenas. Additionally, the country office has also received funds to implement an IDF-funded project to support the national government in responding to gender based violence against girls and women.

Additionally, IOM's global E-Campus initiative is operated out of IOM Costa Rica's country office. The E-Campus team develops, hosts, and supports online training for external audiences, including beneficiaries, partners, and stakeholders worldwide, at the request of IOM Missions.

Under the supervision of the Project Manager and Protection Specialist, and having the E-Campus coordinator and the PXD IDF coordinator as second supervisors, the Administrative Assistant will carry out his/her activities in support of the JTIP Project, IDF Project, and E-Campus Project in Costa Rica and will be responsible for the following functions:

### Responsibilities and Accountabilities

1. Contribute to the implementation of a financial resources work plan and of project activities.
2. Provide financial management support for the project, including reviewing and tracking budgets, assist preparing financial reports and their interpretation for the project team.
3. Support a continuous monitoring of project expenditure, verifying that it is in line with the budget and financial procedures established by IOM.
4. Ensure that all purchases, contracting services and other expenses made are supported with the documentation (receipts, quotes, payment requests, etc.) required by OIM.
5. Prepare invitation letters, agreements, contracts and other required instruments.
6. Assist in the logistical and administrative preparations for conferences, meetings, seminars and other activities organized by the Project team, attending certain events as required.
7. Assist the organization of vehicle and driver support requests in order to cover scheduled and unforeseen activities.
8. Make travel and hotel arrangements and prepare travel authorizations/claims for staff as required.
9. Assist in the control and execution of regular payments associated with the projects (eg, payment of consultants' fees and other services).
10. Make travel arrangements and other related procedures for staff or consultants, as required.
11. Receive, classify, archive and follow-up on the communications received and / or generated by the project.

12. Keep an up-to-date inventory of supplies and equipment.
13. Assist in the preparation of project reports and orderly systematization of annexes and supporting documents.
14. Other associated and relevant functions for the correct execution of the project assigned by the 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 years of relevant experience; or,
- Bachelor's degree in Business Administration or related fields from an accredited institution with two years of relevant professional experience.
- Previous experience in budget management support.
- 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**

The Administrative Assistant must have the following technical and personal skills:

- Excellent oral, analytical and written communication skills
- Good command of Microsoft programs, mainly WORD and EXCEL
- Commitment to continuous learning, efficiency, flexibility and a drive for results.
- Strong organizational skills and reliability in time management and organization;
- Ability to work in a multi-cultural environment and respect for diversity;
- Teamwork-oriented but with a capacity to work independently.

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

## Competencies<sup>1</sup>

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 2

**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.

**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

[cosanjo evacancies2@iom.int](mailto:cosanjo evacancies2@iom.int) using as Subject:

**"SVN 2024-002 Administrative Assistant G4"**

The application must include:

- Curriculum with 3 references.
- Letter of interest.

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<sup>1</sup> Competencies and respective levels should be drawn from the Competency Framework of the Organization.

- In case of receiving applications from foreigners living in Costa Rica, they must submit their work permit.

Candidates must submit their offer by **January 22, 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.

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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.