



International Organization for Migration (IOM)  
The UN Migration Agency

## Special Vacancy Notice 2022-10 Open to Internal and External Candidates

Position Title : Office Assistant  
Duty Station : Tirana, Albania  
Classification : General Service Staff, Grade G 4  
Type of Appointment : Special Short Term Graded, six months with possibility of extension  
Estimated Start Date : 15 January 2023  
Closing date : 28 December 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 work environment. Read more about diversity and inclusion at IOM at [www.iom.int/diversity](http://www.iom.int/diversity).*

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged. For the purpose of the special vacancy, internal candidates are considered as first-tier candidates.

### **Context:**

Under the direct and overall guidance of the Head of Office (HoO) in Tirana, the incumbent will be responsible to:

### **Core Functions / Responsibilities:**

1. Arrange appointments/meetings for the HoO; research, compile and organize information and reference materials from various sources; prepare minutes and reports;
2. Assist day to day office activities, receive visitors, place and screen telephone calls and respond to routine requests for information;
3. Provide administrative and logistics support for office workshops, meetings, conferences seminars, round tables, trainings etc. and participate in different office activities;
4. Review, record, distribute and process incoming/outgoing mail and correspondence; manage and update databases for mailing lists and other information and maintain electronic and paper files;
5. Respond or draft responses to standard/routine correspondence and other communications as requested;

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### **Mission in Albania:**

Rruga "Brigada VIII", Pall. LID , Kt. 3, Apt. 303 • Tirana • Albania  
Tel: +355 4 2257836-7 ; Fax: +355 4 2257835 ; • E-mail: [infotirana@iom.int](mailto:infotirana@iom.int)  
Internet: <https://albania.iom.int>

6. Proofread documents and format texts for accuracy, grammar, punctuation and style, as well as for adherence to established standards;
7. Responsible for office supplies management, including visibility materials;
8. Assist in establishing and maintaining accurate office documentation and filing system;
9. Maintain an updated compendium of documents for office wide use including but not limited to office holidays, staff phone extensions, emergency contact numbers etc.;
10. Performs other duties as assigned.

### ***Required Qualifications and Experience***

#### **Education**

- High school degree/certificate with at least four years of relevant professional experience;
- Or, bachelor's degree from an accredited institution preferably in Law, Political or Social Sciences, International Affairs or related fields with at least two years of relevant professional experience.

#### **Experience**

- Very good understanding of migration issues;
- Demonstrated ability to maintain accuracy and confidentiality in performing responsibilities;
- Excellent administrative, organizational and communication skills;
- Proactive participation and capacity to work with minimum supervision;
- High level of computer literacy.

#### **Languages**

Fluency in English and Albanian 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: maintain 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.

### ***How to apply:***

Interested candidates are invited to submit the following (all in English language) indicating the **Special Vacancy Notice Number (SVN No)** with a subject line "**Office Assistant**" to: [HumanResourcesTirana@iom.int](mailto:HumanResourcesTirana@iom.int) by 28 December 2022 midnight at the latest, referring to this advertisement:

- CV or Personal History Form (PHF) [download here](#)
- Cover Letter with the details of competences (including previous similar experience, if any)
- [Reference and additional information form](#) signed in each page including three professional referees and their contacts (both email and telephone) potentially previous supervisors, confirming that you agree on our check for references to the referees and the requested additional information.

Internal candidates with the required qualifications are invited to submit the internal application form in English at the above e-mail address.

To download Personal History Form please refer to: <https://albania.iom.int>.

In order for an application to be considered valid, IOM only accepts applications duly completed.

Woman are encouraged to apply.

Only shortlisted candidates will be contacted.

### ***Posting period:***

**From 14.12.2022 to 28.12.2022**