

Project Assistant (CCCM/Administrative)

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Phone :

Web :



Job Summary

Vacancy :

Deadline : Oct 16, 2024

Published : Oct 03, 2024

Employment Status : Full Time

Experience : Any

Salary : G3

Gender : Any

Career Level : Any

Qualification :

About IOM:

IOM is committed to a diverse and inclusive work environment. Read more about diversity and inclusion at IOM at www.iom.int/diversity.

Applications are welcome from first- and second-tier candidates, particularly qualified female candidates. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

For the purpose of this vacancy, the following are considered first-tier candidates:

1. Internal candidates

Second tier candidates include:

All external candidates, including those on third party contract (CTG).

Job Description:

Under the overall supervision of CCCM Program Coordinator and direct supervision of the National Project Officer (CCCM), The incumbent will contribute to roll out IOM CCCM programmes and will be responsible to support IOM CCCM unit, S/he will perform the following duties.

Core Functions / Responsibilities:

1. Type, format and draft routine correspondence; collate tables, reports, presentations, publications, and other documentation.
2. Receive, screen and direct telephone calls and visitors.
3. Respond to routine internal and external enquiries and/or refer to appropriate contacts /units.
4. Enter, retrieve, structure and update selected information and data from various sources (e.g. Intra-/Internet, office files, etc.), present results in standard format.
5. Set up and maintain office files and reference systems according to standard procedures.
6. Initiate, view and track a variety of administrative transactions in the computerized financial / travel / human resources systems.
7. Support the organization and administration of meetings, workshops and events (e.g. arranging for meeting rooms and other facilities).
8. Assist with arranging for travels: organize transport, logistics, accommodation, documents.
9. Ensure availability of office supplies and appropriate maintenance of office equipment.
10. Perform other duties as required.

Job Requirements:

Required Qualifications and Experience

Education

Bachelor's degree in business administration or a related field from an accredited academic institution with one year of relevant professional experience or

High school diploma in the above fields of studies with three years of relevant professional experience.

Experience

- Experience in document management.
- Experience in arranging the meetings.
- Experience with handling confidential data.
- Experience in filling and record keeping.
- Experience working with specialized international agencies (UN Agencies, International Organizations, and International NGOs) and in complex operations, including conflict and post-conflict situations preferred.

SKILLS

- Attention to detail
- Ability to organize paperwork in a methodical way.
- Discreet, details and clients-oriented, patient and willingness to learn new things.
- Demonstrated gender awareness and gender sensitivity
- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook.
- Ability to work effectively and harmoniously in a team and other units with colleagues from varied cultures and professional backgrounds.

Languages

- For all Applicants, fluency in English is required (oral and written).
- Working knowledge of Pashto or Dari is required.
- Fluency in all national language(s) is highly advantage.

Note: Qualified female candidates are highly encouraged to apply.

Required 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

- 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.

Other

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

Submission Guideline:

How to apply:

Interested candidates are required to apply through the below online Form. Also, please take note that IOM does not accept applications in hard copies.

Before filling up the online Form, the candidate must carefully read the advertisement. Please proceed to fill the online form only if you meet the minimum requirements stipulated in the advertisement.

Applicants are advised to fill in all mandatory fields otherwise they will not be able to submit the application and should fill their correct and active e-mail address in the online application as any correspondence will be made by IOM through e-mail only.

Applicants are advised to submit only one application for a particular post. The indicated requirements, qualifications and experience are the minimum and the mere possession of the same does not entitle candidates to be called for written assessment or oral interview.

Note: Due to the high volume of applications received, only shortlisted candidates will be contacted by HR department to submit resume and Motivation Letter. Please ensure that the e-mail address and phone number that you will indicate in form is accurate.

If you agree with above, please proceed to the online application form by click [HERE](#)

Posting period:

From: 01.10.2024 to 14.10.2024

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 account.

Submission Email:

<https://forms.office.com/e/e8cZEhnBj7?origin=lpLink>

Education & Experience

A minimum of one year of relevant professional experience with bachelor's degree or College diploma in the above fields of studies with Three years of relevant professional experience.

Must Have

Bachelor's degree in business administration or a related field from an accredited academic institution.

Educational Requirements

Compensation & Other Benefits
