



International Organization for Migration (IOM)

The UN Migration Agency

The International Organisation for Migration (IOM) is looking for **Administrative Assistant** within European Union Border Assistance Mission to Moldova and Ukraine (EUBAM), according to the Terms of Reference below, to start on **1 April 2023**.

Position Title:	<b>Administrative Assistant</b> (multiple positions in Otaci, Criva, and Giurgiulesti)
Location:	<b>Multiple locations in the Republic of Moldova</b>
Job Type:	<b>Full-time</b> (this is a full-time position requiring the selected candidate to live and work in the assigned field location)
Type of Appointment:	<b>Service Contract</b>
Organizational unit:	<b>Field Teams across the Republic of Moldova</b>
Expected duration of assignment:	<b>1 April 2023 - 30 November 2023, with possibility of extension</b>
Closing Date:	<b>11 March 2023</b>
Subscriber monthly fee:	<b>1300 EUR</b>

**Core Functions/Responsibilities:**

Under the guidance and direct supervision of the Field Coordinator and overall supervision of the Chief of Administration the incumbent assists in smooth operation of the European Union Border Assistance Mission (EUBAM) in the Republic of Moldova. The Administrative Assistant works in close collaboration with the Finance Specialist, HR Specialist, Procurement Specialist and Security Assistant of the EUBAM Admin Unit Chisinau for effective achievement of results, anticipating and contributing to resolving complex programme/project-related issues and information delivery. The incumbent is expected to exercise full compliance with IOM programming, financial, procurement and administrative rules, regulations, policies, and strategies, as well as implementation of the effective internal control systems.

**Specific Functions:**

1. Assure smooth operational running of the project by means of following IOM and EU established operational rules and procedures;
2. Participate in project activities preparation, implementation and follow up;
3. Provide logistical support (travel arrangements, including visas, tickets, etc.) to the EUBAM experts;
4. Collect, analyze, and prepare background information for the Mission;
5. Facilitate project audit, monitoring, evaluation, field visits, missions of the experts;
6. Prepare Mission and project related correspondence;
7. Maintain contacts with governmental and non-governmental institutions, local authorities, NGOs, academia, etc.

8. Participate in data collection, analysis and maintenance of projects related files;
9. Contributing to the project annual and quarter work-plans preparation and reporting;
10. Assure that the progress reporting is done in timely and quality manner based on the requirements of the IOM, project donors and Mission management;
11. Facilitate project related training/learning activities;
12. Provide oral and written translations from English into Romanian or Russian and vice versa as required by the project;
13. Proofread and/or edit the project's correspondence and other official documents;
14. Readily accept temporary assignments involving travelling to other EUBAM Offices or Units within the country of deployment on demand;
15. Ensure due care of premises, equipment, vehicles (including their spare parts, consumables, keys etc.), supplies and other property that is entrusted to him/her;
16. Perform such other duties as may be assigned.

#### **Recruitment Qualifications:**

- University Degree in foreign languages, business administration, international relations or other related fields;
- At least 5 years of progressive experience, preferably in international environment;
- Fluency in both oral and written English, Romanian, and Russian languages is required;
- Experience with technical assistance projects is an asset;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database packages, experience in handling web-based management systems;
- Physical aptness and willingness to travel and accept temporary assignments in other EUBAM Offices or Units within the country of deployment.

#### **NOTES:**

Email your IOM Personal History form (<http://eubam.org/wp-content/uploads/2016/05/Personal-History-Form.xls>) and cover letter in English to the following email address [vacancies\\_moldova@eubam.org](mailto:vacancies_moldova@eubam.org).

Please indicate the location (Otaci, Criva and Giurgiulesti) you are applying for in the subject line of your message.

**Female candidates are strongly encouraged to apply.**

Closing date for applications **11 March 2023**; however, interested candidates are strongly encouraged to apply sooner.

**Those candidates who have already applied in response to earlier advertisement will be automatically considered and do not need to apply again.**

Only short-listed candidates will be contacted for an interview.

**Appointment is subject to funding confirmation.**