



International Organization for Migration (IOM)  
The UN Migration Agency

Position Title : **Administrative Assistant**  
Duty Station : **Seoul, Republic of Korea**  
Classification : **General Service Staff, Grade G3**  
Type of Appointment : **9 months, Special Short-Term with possibility of extension**  
Estimated Start Date : **ASAP**  
  
Closing Date : **December 31, 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. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

### ***Context:***

Since the opening in 1999, IOM Mission in the Republic of Korea (ROK) has been playing a key role in liaising among governmental and non-governmental actors in the field of humanitarian assistance in the Republic of Korea and promoting the principle of humane and orderly migration that benefits both migrants and society by offering quality trainings and research products.

Under general guidance of the Chief of Mission (CoM) and direct supervision of National Resource Management Officer (RMO), the successful candidate will provide clerical administrative support services and assistance to the Resource Management Unit (RMU), the Mission to the Republic of Korea.

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

1. Assist the RMU (Resource Management Unit) to coordinate with relevant IOM offices that backstop the operations including IT supports, administrative requirements of IOM Seoul.
2. Assist the supervisor in following up on a PR app and OIPA as new system with the relevant documents and all other financial documentation

3. Provide clerical support to procurement process such as PO creation and monitoring invoice number.
4. Provide clerical support to new staff selection process such as submission of vacancy notice, resume collection, interview arrangement, reference check until finalizing the Candidate Assessment Form (CAF) and provide daily assistance if necessary
5. Provide Daily Assistance to supervisor to support the smooth running of activities in the unit by initiating and tracking a variety of administrative transactions.
6. Assists RMU in the implementation and updating of computerized data files and information systems within the administration
7. Bring to the attention of the RMU any relevant administrative issues
8. Perform other duties as may be assigned

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

#### **Education**

Completed Bachelor's degree in Business Administration, Accounting, Commerce, International Development, International Studies, Law or other relevant fields, combined with one year of relevant professional experience.

#### **Experience and Skills**

- Experience in financial administration;
- Experience in human resources, procurement and logistics;
- Experience using an Enterprise Resource Planning system; and,
- Experience working in an international organisation an advantage.
- High level of computer literacy;
- Ability to work with national and international institutions;
- Ability to prepare clear and concise report;
- Demonstrated ability to and exercise sound judgment;
- Knowledge of SAP desirable.

#### **Languages**

Full proficiency in both Korean and English is required (oral and written).

### ***Required Competencies***

#### **Values**

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.

- 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.

**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***

The appointment is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

***How to apply:***

Interested candidates are invited to submit their applications using IOM PH form with Cover Letter to [iomseoul@iom.or.kr](mailto:iomseoul@iom.or.kr), by December 31, 2022 at the latest, referring to this advertisement. Position title should be specified in the SUBJECT field. Korean citizen or foreign national with valid work permit/visa can apply.

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

Only shortlisted candidates will be contacted.

***Posting period:***

From 16.12.2022 to 31.12.2022