



IOM International Organization for Migration  
سازمان بین المللی مهاجرت  
د مهاجرت نړیوال سازمان

## **VACANCY NOTICE**

### **OPEN TO INTERNAL & EXTERNAL CANDIDATES**

**Title:** Administration Assistant  
**Location:** Kabul  
**Duration:** 6 Months with possibility of extension  
**Vacancy No:** VN-KBL-006/17  
**Grade:** G4/1  
**No. Position:** 1  
**Gender:** Male/Female (**Female candidates are highly encouraged to apply**)  
**Date:** 28 February 2017  
**Closing Date:** 18 March 2017

### **Background:**

The Humanitarian Assistance Programme (HAP) is designed to assist victims of natural disaster, within the context of IOM's role as co-lead of the Emergency Shelter/Non-Food Item Cluster in Afghanistan. The program assesses and assists the victims of natural disaster affected population with the provision of relief items including NFIs and emergency shelter.

In addition, in 2015, IOM Afghanistan in line with its "Disaster Risk Management and Disaster Risk Reduction Framework 2015-2017" initiated a 36 month DRR project with the overall aim of strengthening Government of Islamic Republic of Afghanistan's (GIROA's) Disaster Risk Management capacities at the national, provincial and community level.

Disaster Risk Management (DRM) components will focus on selected disaster-prone communities across ten provinces in the Western, Northern, Northeast, South, Central Highland, Central regions: Herat, Faryab, Balkh, Jawzjan, Sari Pul, Baghlan, Takhar, Bamyan, Helmand and Kabul.

The project comprises of three major components set forward to achieve the objectives of strengthening preparedness and resilience at national, provincial and community level

- National Disaster Management Information System (NDMIS)
- Community-Based Disaster Risk Management (CBDRM)
- Disaster Risk Management Infrastructure (retention/gabion walls)

Under the direct supervision of the program manager and close coordination with HSO, the Admin assistant will support the program in administrative and HR activities defined under responsibilities.

### **Duties and Responsibilities:**

1. Ensure appropriate filing of all the programme related documentation, procurement and other operational documents, contracts, agreements, PRs and POs.
2. Support the programme staff in the daily operational and administrative matters;

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**IOM Kabul**

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3. Develop sound understanding of all IOM administrative and HR procedures and programme reporting methods to ensure these are employed in accordance with IOM requirements and that proper induction is given new staff;
4. Prepare and follow up on all administrative forms (Timesheets, Leave Requests, Road Mission Requests, Procurement Requests, and other forms) related to the HAP.
5. Keep all HR, finance and logistic soft and hard files in order and up-to-date and Coordinate with IOM HR the recruitment process of staff and consultants (during all the recruitment stages, from advertisement of vacancy to recruitment), ensure recruitment is compliant with IOM rules and procedures;
6. Organize meetings held at IOM premises, and keep meeting schedules updated.
7. Liaise with IOM HR unit to ensure contracts issuance or extensions, as well as maintenance of various personnel records and files up to date,
8. Receive and dispatch letters and documents, ensure they are appropriately filled;
9. Ensure all incoming official letters/documents are stamped, dated and distributed accordingly;
10. Provide information to applicants on recruitment procedures and status of their application;
11. Verify applicants' references and supporting documentation and ensure CTG security check confirmation has been received;
12. Ensure all field staff is familiar with conditions for DSA claims. Coordinate with staff to verify travel expenses and DSA claims, handle travel request and facilitated ticket booking for staff.
13. Undertake other duties that may be assigned by the Programme Manager.

#### **IV. COMPETENCIES**

The incumbent is expected to demonstrate the following technical and behavioural competencies

##### **Behavioural:**

###### **Accountability**

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

###### **Client Orientation**

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries.
- Keeps clients informed of developments and setbacks

###### **Continuous Learning**

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

### **Communication**

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and Procedures.
- Writes clearly and effectively, adapting wording and style to the intended Audience.
- Listens effectively and communicates clearly, adapting delivery to the Audience.

### **Creativity and Initiative**

- Actively seeks new ways of improving programmes or services
- Expands responsibilities while maintaining existing ones
- Persuades others to consider new ideas
- Proactively develops new ways to resolve problems

### **Leadership and Negotiation**

- Convinces others to share resources
- Actively identifies opportunities for and promotes organizational change
- Presents goals as shared interests
- Articulates vision to motivate colleagues and follows through with commitments

### **Performance Management**

- Provides constructive feedback to colleagues
- Identifies ways for their staff to develop their abilities and careers
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures
- Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations

### **Planning and Organizing**

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned Handovers
- Identifies risks and makes contingency plans
- Adjusts priorities and plans to achieve goals
- Allocates appropriate times and resources for own work and that of team members

### **Professionalism**

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration Solutions.

**Teamwork**

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work.

**Technological Awareness**

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work

**Resource Mobilization**

- Establishes realistic resource requirements to meet IOM needs

**Technical:**

- Efficiently applies general finance knowledge,
- Delivers programme tailored results in area of finance
- Anticipates and understands internal and external issues and opportunities that may impact the financial landscape of HAP
- Adapts best HR practices to the requirements of HAP.

**V. EDUCATION AND EXPERIENCE:**

- Degree in Business Administration, International Studies or related field (Essential)
- Three to five years of professional experience in HR and Administration
- Experience at an international level with specialized international agencies (UN Agencies, International Organisations, and International Specialized NGOs)
- Experience in the usage of office software packages (MS Word, Excel, etc.)

<b>VI. LANGUAGES</b>	
Required	
English Pashto Dari	Fluent
<b>Advantageous</b>	
OTHER LOCALLY SPOKEN LANGUAGES IN AFGHANISTAN	

**Method of Application:**

Interested applicants are invited to send curriculum vitae by e-mail to the IOM Kabul Administration, [applications4@iom.int](mailto:applications4@iom.int), [asadeqi@iom.int](mailto:asadeqi@iom.int) by 18 March 2017 latest, referring to this advertisement quoting the above vacancy notice number. Candidates holding IOM contract should submit the internal application form.

**Note:** Sending curriculum vitae to both of email addresses are mandatory, applicants who failed to do so will not be considered. We do not accept hard copies.