



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

VACANCY NOTICE

OPEN TO INTERNAL & EXTERNAL CANDIDATES

Title: Office Clerk
Location: **Kabul**
Duration: 6 months with possibility of extension
Vacancy No VN-KBL-107/17
Grade: G3
No. Position: 1
Gender: (Male or Female) **(Female candidates are highly encouraged to apply)**
Date: 20 September, 2017
Closing Date 30 September, 2017

I. ORGANIZATIONAL CONTEXT AND SCOPE Accountabilities

IOM through its Cross Border Return and Reintegration (CBRR) Programme has been assisting undocumented Afghan returnees from Iran and Pakistan since 2008 in close coordination with government partners, including Ministry of Refugees & Repatriation (MoRR) and its provincial Directorates of Refugees & Repatriation (DoRRs) and other National and International NGOs and the UN Agencies, in order to facilitate the safe and dignified return of the undocumented Afghans to their final destination, and working toward building the capacity of MoRR by establishing an information management system and an MoRR led reintegration mechanism for the proper reintegration of the Afghan returnees from Iran and Pakistan.

Under the overall supervision of the Senior Programme Officer at Programme Support Unit (PSU) and the direct Supervision of the National Programme Officer of the Cross Border Return and Reintegration (CBRR) the successful candidate will be responsible for assisting the CBRR Programme with the administrative and project related financial tasks and duties.

III. RESPONSIBILITIES AND ACCOUNTABILITIES

1. Provide general assistance with various administrative, and clerical duties, act as secretary when needed.
2. Record and track financial expenditure of program projects in close coordination with Programme Assistant and Programme Manager.
3. Assist with collating documentation of the implementing partners, monthly invoices and receipts of the project implementation.
4. Conduct timely processing of time sheets, to IOM HR departments and convoys any related matters to staff or Vis-versa.
5. Process TA, booking travels and travel expense claims forms, in the times of need or for the filed staff.

IOM Kabul

Street No. 4, House No. 27, Ansari Square, Shahr-e-Naw, Kabul, Afghanistan.

Email: iomkabul@iom.int Internet: www.iom.int

6. Assist in the organization of meetings, conferences, visits and take minutes, of the meeting in close coordination with CBRR team members.
7. Serve as an office/information assistant, and as an office messenger between CBRR and other administrative or programme office.
8. Organize paper and computer files, Updating staff contacts list and other worksheets needed.
9. Maintain and develop a proper filing system for project documents
10. Monitor stock of office supplies and order/request the replenishments when it is required;
11. Record and distribute mail and other correspondence, ensure correct record keeping and maintenance of appropriate log.
12. Undertake any other duties as requested by supervisor.

IV. COMPETENCIES

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

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Behavioural

Accountability

- Meets deadline, cost, and quality requirements for outputs
- Takes responsibility for meeting commitments and for any shortcomings
- Monitors own work to correct errors
- Promotes the prevention of sexual exploitation and abuse (PSEA)
- Follows all relevant procedures, processes, and policies

Continuous Learning

- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas

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

Teamwork

- Contributes to, and follows team objectives
- Seeks input and feedback from others
- Takes joint responsibility for team's work

Planning and Organizing

- Planning and Organizing
- Organizes and documents work for planned and unplanned handovers
- Adjusts priorities and plans to achieve goals
- Allocates appropriate times and resources for own work.

Technical

- Understanding of administrative and financial related issues.
- Basic Knowledge of filing system, taking minutes, record and filling of information
- Strong computer skills are essential, including facility with Microsoft Word and Excel.
- Familiar with use office equipment including copier and scanner

V. EDUCATION AND EXPERIENCE

- A University Degree in relevant field or DBA with appropriate experience.
- Minimum 1 years' experience with university degree with an international organization or DBA Diploma level with 3 years' experience. Previous experience with management/administrative duties is an asset.

VI. LANGUAGES	
- Fluency in English, Dari and Pashto	
Advantageous	

Method of Application:

Interested applicants are invited to send their curriculum vitae (CV) to the following e-mail address: applications4@iom.int No later than **30 September 2017**, referring to this advertisement quoting the above vacancy notice number. Candidates holding IOM contracts should submit the internal application form. Sending your curriculum vitae to the given e-mail address is mandatory, applicants who fail to do so will not be considered.

(Female candidates are highly encouraged to apply)

Note: We do not accept hard copies.