



International Organization for Migration (IOM)
The UN Migration Agency

Post Description

SVN LA10/2023/1.1

I. POSITION INFORMATION	
Position title	Executive Assistant to the Chief of Mission
Position grade	G5
Duty station	Vientiane, Lao PDR
Appointment type	Special All inclusive, nine months with possibility of extension
Reports directly to	Chief of Mission, Country Office – IOM Lao PDR
II. ORGANIZATIONAL CONTEXT AND SCOPE	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<p>Under the supervision of the Chief of Mission and in accordance with instructions received from the Chief of Mission (CoM), the Executive Assistant will support the mission in the implementation of duties to support COM and IOM's mission in the Lao People's Democratic Republic, within the framework of IOM's role in inter-agency response coordination mechanisms. The Executive Assistant will also serve as an overall mission support, where required and requested, including as-needed assistance to the programmatic units.</p> <p>In the performing of functions, the Executive Assistant will form strong links with all IOM Lao People's Democratic Republic Units and Programs including Resources Management Unit as well as UN agencies, Government, diplomatic missions and other strategic partners.</p> <p>Particularly, he/she will carry out the following duties:</p> <ol style="list-style-type: none">1. Perform a wide variety of executive secretarial and administrative duties as required by daily operations in the CoM's office.2. Maintain CoM's agenda including meeting scheduling and coordination of talking points.3. Arrange internal and external meetings/ representation for the CoM (including OiCs) and assist in all administrative and logistical aspects.4. Maintain an executive filing system for the mission as instructed by the COM, in line with IOM Data Protection Principles.5. Establish contacts and maintain excellent working relations with Ministries, UN, NGO, media, private sector, diplomatic missions, IOM ROAP relevant units and other parties.6. Manage IOM institutional communication tools, such as the mission mailboxes and forward to appropriate Departments, Programmes and/or individuals.7. Establish and maintain an external contacts database to serve the mission overall.8. Print and prepare briefing and public information/ communication materials for the CoM for appointments, meetings and duty travels including an IOM Lao People's Democratic Republic's briefing package.9. Assist with the informal/formal interpretation and translation of all governmental and non-governmental letters as required.10. Provide logistic and administrative support to the CoM as requested11. Prepare and coordinate Travel Authorization, flight/train ticket, hotel booking, Security Clearance, travel agendas and other relevant travel documents for CoM (including OiCs) official travels.12. Prepare correspondence, directives, memos for CoM's signature and follow-up when required.13. Assist daily administrative duties, including maintenance of mission and programme files in accordance with the existing mission's filing system.14. Coordinate with Head of Units' any tasks/information/requests from the CoM.15. Undertake duty travel relating to project activities, as required.16. Any other duty within the incumbent's capabilities as assigned by the Chief of Mission or the National Head of Resources Management.	

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE
EDUCATION
<ul style="list-style-type: none"> University degree in Business Administration, Economics, International Relation, Migration, Political or Social Sciences, Management or a related field from an accredited academic institution with at least three years of relevant experience or High school degree with at least five years of relevant professional experience
EXPERIENCE
<ul style="list-style-type: none"> Experience working with UN agency, private company, NGO's Companies and Banks or international organization (Essential). Experience in fields of Executive, Secretary, Finance and Admin.
V. LANGUAGES
Ability to communicate effectively (written and spoken) in English and Lao is required
VI. COMPETENCIES ¹
<p>The successful candidate is expected to demonstrate the following values and competencies:</p> <p>Values</p> <ul style="list-style-type: none"> <u>Inclusion and respect for diversity</u>: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible. <u>Integrity and transparency</u>: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct. <u>Professionalism</u>: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges. Resource Mobilization - Establishes realistic resource requirements to meet IOM needs <p>Core Competencies – behavioural indicators <i>level 1</i></p> <ul style="list-style-type: none"> <u>Teamwork</u>: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results. <u>Delivering results</u>: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes. <u>Managing and sharing knowledge</u>: continuously seeks to learn, share knowledge and innovate. <u>Accountability</u>: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work. <u>Communication</u>: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.
Notes ²
This vacancy is open to both internal and external candidates, and applications from qualified female candidates are especially encouraged. Please be advised that this is a local position and as such only applications from Lao nationals will be considered.

¹ Competencies should be drawn from the Competency Framework of the Organization.

How to apply:

Interested candidates are invited to submit their applications IOM Personal History Form (PHF) and motivation letter via e-mail in English, LaoHR@iom.int by **18 Jan 2023** (midnight) at the latest, referring to this advertisement, quoting **SVN LA10/2023/1.1 Executive Assistant** in the subject line.

Only shortlisted candidates will be contacted.

Posting period: From **05-18 January 2023**