



International Organization for Migration (IOM)  
The UN Migration Agency

## **Annex 3: SVN LA10/2022/6.3**

### **Open to Internal and External Candidates**

Position Title : **Executive Assistant**

Duty Station : **Vientiane, Lao PDR**

Classification : **Ungraded**

Type of Appointment : **Special All inclusive, nine months with possibility of extension – Full Time 40hpw**

Estimated Start Date : **As soon as possible**

Closing Date : **07 July 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 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:**

IOM has been working in Lao People's Democratic Republic (PDR) since 2002 and has established a fully operational mission since the country became a member-state in June 2018. Current activities focus on assisting vulnerable migrants including victims of trafficking, capacity development of government officials, skills development of migrants, returnees and aspirant migrants, ethical recruitment, and poverty reduction activities.

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.

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.

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

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 requested
11. 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.

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

### **Education**

- Master's degree in Business Administration, Economics, International Relation, Migration, Political or Social Sciences, Management, or a related field from an accredited academic institution or
- University degree in the above fields with two years of relevant professional experience.

### **Experience**

- 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

### **Skills**

- Knowledge or understanding of social, economic, and political context governing anti-trafficking and safe migration issues in Laos
- Experience working with the Government of Laos required
- Experience overseeing international donor-funded programs
- Ability to work well independently and take initiative, as well as to work effectively in a team setting
- Demonstrated interpersonal skills, creative problem solving, and ethical management skills
- Computer literate in word processing, spreadsheet, and presentation software (Microsoft)

### **Languages**

Ability to communicate effectively (written and spoken) in English and Lao is required.

### **Core Competencies – Behavioural**

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders.
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility.
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;

IOM's competency framework can be found at this [link](#).

Competencies will be assessed during a competency-based interview

### ***Other***

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.

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

At the time of recruitment, all candidates must disclose any known relative or spouse who works for IOM. Candidates may also be required to provide documentary evidence of academic degree(s), professional licenses, and proof of no criminal records as relevant to the requirements of the position advertised.

Appointment will be subject to certification that the candidate is medically fit for appointment, verification of residency, visa and authorizations by the concerned Government, where applicable.

***Vaccination against COVID-19 will be required for IOM personnel who are hired or otherwise engaged by IOM on or after 15 November 2021. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination.***

### ***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](mailto:LaoHR@iom.int) by 07 July 2022 (midnight) at the latest, referring to this advertisement, quoting **SVN LA10/2022/6.3 Executive Assistant** in the subject line.

For an application to be considered valid, IOM only accepts duly completed PHF signed and scanned.

Only shortlisted candidates will be contacted.

***Posting period:*** From 24 June 2022 to 07 July 2022