



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Vacancy Notice Number : **VN #BLR/2018/11**
Position Title : **Receptionist/ Office Clerk**
Duty Station : **Minsk, Belarus**
Classification : **General Service Staff, UG**
Type of Appointment : **Special short term**

Closing Date : **23 April 2018**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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.

General Functions:

Under the overall supervision of the Chief of Mission and direct supervision of the National Medical Officer, the Receptionist/ Office Clerk will provide general front office support to IOM Minsk staff.

Core Functions / Responsibilities:

- Operation and management of the telephone switchboard in accordance with appropriate protocol;
- Monitoring of all visitors to the office; assistance to visitors by providing directions and accurate information;
- Screening and redirecting of incoming correspondence. Registration of outgoing correspondence;
- Ensure record keeping and maintenance of all relevant correspondences, accordingly to IOM guidelines.
- Assistance to staff with sending faxes and making phone calls;
- Translation of incoming and outgoing correspondence upon request;
- Provision of assistance in meetings preparation: copying of materials, arranging tea/coffee, making meeting minutes etc.).

- Perform other duties as may be assigned by COM or National Medical Officer.

Required Qualifications and Experience

- University Degree in international relations, linguistics or other related field would be an advantage;
- Good knowledge of information technology and proficiency in Microsoft Office applications especially Excel, Word, PowerPoint, Publisher, and SharePoint;
- 2-3 years of relevant work experience;

Languages

English – fluent /written and spoken

Russian – fluent /written and spoken

Technical:

- Excellent communication skills, ability to listen, adapt and explain;
- Excellent drafting and translating/interpreting skills both in Russian and English;
- Ability to establish, maintain effective working relationships with staff and visitors;
- Strong computer and internet research skills.

Required Competencies

Behavioral

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with clients 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;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

Other

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

Appointment will be subject to certification that the candidate is medically fit for appointment and security clearances.

A prerequisite for taking up the position is legal residency in the country of the duty station and work permit, as applicable.

How to apply:

All interested applicants are kindly invited to send their application and IOM Personal History Form to tmarholina@iom.int and iomminsk@iom.int by 23 April 2018 latest, referring to this advertisement in the subject line of your message.

Please note that only shortlisted candidates will be contacted.

Posting period:

From 06.04.2018 to 23.04.2018