



SVN : 2023-09-001

Open to Internal and External Candidates

Position Title : **Administrative Intern**
Duty Station : **Tangier, Morocco**
Classification : **Intern**
Type of Appointment : **Special Short Term, 3 months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **September 12th, 2023 at midnight**

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:

Under the overall supervision of the Chief of Party – Head of Sub-office and the direct supervision of the DCOP – M&E Officer, the successful candidate will be responsible for providing effective and efficient administrative support to the Program FORSATY.

Core Functions / Responsibilities:

1. Support the Administrative Clerk in organizing and implementing a filing, archiving, transportation, retrieval and tracking database and system for old documents in IOM Tangier and Tetouan offices.
2. Support the Administrative Clerk in the process of preparing and submitting IOM documents relevant to filing, archiving, transportation, retrieval and tracking system.
3. Assist in the timely and organized filing, archiving, transportation, retrieval and tracking of documents in IOM Tangier and Tetouan.
4. Assist in liaising with colleagues in other IOM Morocco offices in obtaining required information.
5. Perform consistent and appropriate support actions to maintain integrity of all filing records.
6. Uphold the confidentiality and integrity of archives.
7. Communicate and work closely with relevant mission colleagues so that integrity of all filing records is maintained at all times.

8. Assist in the periodic asset inventory activity of IOM Tangier and Tetouan.
9. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Secondary School Diploma with specialized focus in Management / Business Administration and at least 1 to 2 years of relevant working experience.

Or

- Bachelor's University Diploma in Management / Business Administration, or related fields, preferably fresh graduates.

Experience

- Preferably fresh graduates in Management / Business Administration or entry-level professional with fresh working experience in management, administration or related fields.

Languages

Fluency in Arabic and French is required (oral and written). Working knowledge of English is an advantage.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

Core Competencies – behavioural indicators level 1

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Other

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

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

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their CV/Resume to iomrecrutetanger@iom.int by September 12th, 2023 midnight at the latest, referring to this advertisement.

In order for an application to be considered valid, IOM only accepts profiles duly completed.

Posting period:

From 24.08.2023 to 12.09.2023 at midnight