



STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **Receptionist** according to the Terms of Reference below. Interested applicants are invited to apply by **22.10.2018** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Reference Code: SVN-124/2018/S - BD1	Position Title:	Receptionist
Duty Station: Dhaka, Bangladesh.	Estimated Starting Date:	As soon as possible
Classification: UGG-5/1 (IOM Salary Scale) (Salary: BDT 41,425/- month)	Type of Appointment:	Special Short Term

General Functions:

Under direct supervision of National Procurement & Logistics Officer and overall supervision of the Resource Management Officer (RMO) in Bangladesh, the successful candidate will be responsible and accountable for providing support to on-going administrative activities of Resource Management Unit. The incumbent will be assigned to inter alia, the following tasks:

1. Welcome visitors by greeting them, in person or on the telephone; answering or referring inquiries with proper etiquettes;
2. Assist in oversee of internal office security procedures for visitors;
3. Maintain and update contact database.
4. Maintain effective information flow among the staff.
5. Handling complains effectively.
6. Assist in the planning and preparation of meetings, conferences and conference telephone calls;
7. To be responsible for dispatch and receiving letters, messages, documents, and pass them to concerned authority by keeping records; keeping courier tracking record.
8. Schedule office vehicle movement and maintain the roaster of driver and support staff;
9. Responsible for vehicle maintenance and coordination in vehicle documentation update.
10. Responsible for office library management and day to day office maintenance;
11. Keep Attendance and maintain Employee Movement Register.
12. Ensure the Front Desk area is properly maintained with a view to the image of the organization.
13. Answer incoming telephone calls (overseas and local), assist callers, take messages, provide information and make community referrals and direct calls to staff members
14. Occasional composing of documents in English & Bangla;
15. Perform such other duties that may be assigned by supervisor.

Education, Experience and Skills:

- Completed university degree in Business Administration and other related fields or a combination of relevant education and experience.
- At least three (03) years' experience in secretarial work is mandatory.
- Previous experience in international organization is an advantage.

IOM is an equal opportunity employer and women are encouraged to apply.
IOM Offices and vehicles have smoke-free work environment.

Method of Application:

Candidates with the required qualifications can apply through email by mentioning the reference code [SVN-124/2018/S-BD1: Receptionist](#) in the subject line to: DhakaJobs@iom.int; with the following documents:

- (i) *Application Letter/Cover Letter*
- (ii) *Curriculum Vitae*
- (iii) *Personal History Form (PHF) which can be downloaded from the IOM Dhaka website:*
<https://bangladesh.iom.int>
- (iv) *Scan copy of Photo*

APPLICATION WITHOUT PROPER REFERENCE CODE MENTIONED ABOVE WILL BE DISREGARDED

Please ensure that your application is complete with the above-mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a rule, candidates who have not properly submitted their application with required documents will be excluded from consideration.

Any attempt for persuasion will be considered as a disqualification

ONLY SHORT-LISTED CANDIDATES WILL BE CALLED FOR ASSESSMENT