



# STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for **Administrative Assistant (G-4)** according to the Terms of Reference below. Interested applicants are invited to apply by **08 May 2024** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

## OPEN TO INTERNAL & EXTERNAL CANDIDATES

<b>Reference Code:</b>	VN-13/2024/S-BD1	<b>Position Title:</b>	Administrative Assistant
<b>Duty Station:</b>	Cox's Bazar, Bangladesh	<b>Estimated Starting Date:</b>	As soon as possible
<b>Classification:</b>	G-4 (UN Salary Scale)	<b>Type of Appointment:</b>	One Year Fixed Term (with possibility of extension)
<b>Unit:</b>	Resettlement-Migration Health Division		

### General Functions:

Under the overall supervision of the **Chief Migration Health Officer** and the direct supervision of the **Migration Health Officer** the successful candidate will be responsible for the carrying out the following duties and responsibilities in relation to the Health Assessment Programs in Cox's Bazar, Bangladesh. The role of the administrative assistant is to support the Migration Health Assessment Clinics (MHAC) in the smooth running of its administrative duties.

### Responsibilities and Accountabilities:

1. Maintain various internal office administrative support procedures such as document tracking, filing, archiving and monthly reporting;
2. Assist in maintaining order in the e-archiving system for medical files, blood test results and follow-ups;
3. Prepare mail out lists for the embassies; liaise with the embassies regarding the processing status of immigrants and dispatch of the documents;
4. Set up and maintain an orderly storage system for chest X-rays and keep hard copies of medical documents (informed consent, radiologist's report, sputum smear results, pregnancy test results etc.);
5. Photocopy and scan medical documents as necessary;
6. Suggest improvements to strengthen internal control mechanisms; provide inputs for new procedures to complement or to improve existing instructions/standard operating procedures in order to achieve streamlined efficiencies;
7. Receive all completed medical deferrals/furtherance, x-rays and other documents from MHD, update the reception of the same in the database and forward to the migration health physician for clearance.
8. Provide feedback on staff allocation to the various units within the MHAC;
9. Maintain an inventory and organize timely, cost-effective and appropriate procurement and storage of stationeries, IT equipment and consumables, hygiene products, medical supplies and equipment, as needed for the MHAC;
10. Coordinate the acquisition, renovation, refurbishment and regular maintenance of the MHAC facility with the MHAC Supervisor and Administrative Assistant Supervisor if applicable;
11. Administer the office's petty cash and submit the necessary reports to supervisor. Ensure reconciliation of service fees and bank statements;

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

12. Assure correctness of travel authorizations and advise on allowances for staff members leaving on duty travel;
13. Perform such other duties as may be assigned

### **Education, Experience, Skills and Language:**

- Bachelor's degree in Administration Management/ Medical Administration or a related field from an accredited academic institution with at least two years of relevant working experience Or
- Secondary School Diploma with at least four years of relevant working experience
- Two years relevant professional experience, preferably in administrative support or similar roles;
- Working with refugees/migrants in a medical setting is an advantage;
- Previous working experience with NGOs or international organizations is an advantage;
- Demonstrated accuracy in handling and reporting data.
- Fluency in English & Bengali is required
- Working knowledge of Rohingya language/ Chittagonian dialect will be advantageous

### **Method of Application:**

#### **External candidates:**

Send the application to [IOMBangladeshJobs\\_External@iom.int](mailto:IOMBangladeshJobs_External@iom.int) ; the subject line should mention the reference code **VN-13/2024/S-BD1; Administrative Assistant**. The following documents must be attached:

- 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**

#### **Internal candidates:**

The PERN must be indicated in the **Personal History Form (PHF) for the reviewer to determine that it is an internal application.**

Applications are sent to [IOMBangladeshJobs\\_Internal@iom.int](mailto:IOMBangladeshJobs_Internal@iom.int); the subject line should mention the reference code **VN-13/2024/S-BD1; Administrative Assistant**. The following documents must be attached:

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**APPLICATION WITHOUT PROPER REFERENCE CODE MENTIONED ABOVE AND INCOMPLETE APPLICATION WILL BE DISREGARDED**

**Any attempt for persuasion will be considered as a disqualification.**

**Due to volume of applications received, only short-listed candidates will be called for further assessment. Note for internal candidates:**

*with refer to IN233 and Clause 7.5 of IOM Recruitment Policy:*

*Staff members selected for a VN/SVN in his or her same category at one grade higher than his or her personal grade shall be appointed at the advertised grade. A staff member selected for a VN/SVN to a position which is two grades higher than the staff member's current grade, will be appointed at the interim grade, and six months later at the higher grade.*