

ICMPD Generic Job Profile

Administrative Assistant¹

Functional Overview

Within the Directorate for Migration Dialogues and Cooperation (MDC), based in a Field/Project Office, and working closely with the Head of Office (HoO) and the respective Administrative Officer (AO), the Administrative Assistant (AA) provides support to administrative and logistical services, office maintenance and assets management for the Field/Project Office. S/he supports the general contract administration, office budget and human resources management, low-level procurement, shared service processes, payments and financial reporting and contributes to the organisation of events and activities implemented by the Field/Project Office. S/he works in close coordination with the respective Field/Project Office teams, relevant teams at the Regional Office (as applicable), and with other stakeholders, internally and externally, ensuring that the implementation of operational activities and administrative support activities are in line with the regulatory framework and established processes and procedures of ICMPD. S/he is an active contributor to administrative management improvement initiatives.

Key Results

Overall Administrative Support to the Field/Project Office: Efficient administrative support provided to functions such as physical space planning arrangements, identification of technology needs and maintenance of equipment, software and systems, the latter implemented in collaboration with the AO. Similarly, effective coordination undertaken with support units and liaison with internal team members both at the Regional Office (as applicable) and in the Field/Project Offices. The HoO ably supported with the implementation of safety and security management measures for premises, vehicle security, operations and safety of employees, in alignment with ICMPD's Security and Safety Policies and Procedures.

Office Management Support: Implementation of office management activities of the Field/Project Office capably supported in alignment with budgets and work plans, in compliance with ICMPD's regulatory framework and established processes and procedures. Regular monitoring, maintenance and update action undertaken to ensure the smooth running and management of all office meetings, budget allocation and training activities. As first point of contact for administrative issues within the Field/Project Office, regular queries and workflows effectively responded to and maintained. Appropriate initial induction and ongoing guidance provided to staff/personnel including applicable security and safety policies and procedures. Pro-active contributions made to internal coordination activities including the setting up of meetings, taking accurate minutes, keeping online collaboration spaces up to date, collecting and sharing routine information.

Operational Administrative and Logistical Support: Specialised administrative support provided to key administrative processes undertaken at the operational level at the Field/Project Offices e.g. travel, human resource activities, contracts and procurement, petty cash custodian. Mission organisation and meeting participation of Field/Project personnel/staff and participants expertly coordinated including travel and visa arrangements, local transport and accommodation. The HoO efficiently supported with human resources

¹ This profile is classified at S/LS2.

processes such as advertisement, recruitment, onboarding of staff/personnel/experts, and the corresponding time management processes, in collaboration with the AO and the Human Resources Management (HRM) Unit at HQ. Assistance provided with the day-to-day administration of contracts between the Field/Project Office and external contractors for outsourced services and with the preparation of TOR's and tender dossiers for Framework agreements.

Administrative Support to Field/Project Office payments and financial reporting: With the guidance of the respective Finance Officer in the Division of Budget and Financial Management (CFBM) at HQ, and in-line with ICMPD's regulatory framework and established procedures and processes, field/project bank and petty cash payments effectively carried out and payment details accurately verified. Bank statement retrieved and inserted in SAP. Supporting documentation verified and archived. Systematic and timely bank and petty cash reports prepared. Documents for VAT matters compiled and submitted as applicable. Documentation related to taxation for the respective office accurately prepared. Support to National Social Security and/or Pension provided as required in the duty station.

Required Expertise

- Upon consultation with supervisor, ability to make decisions in full compliance with ICMPD's operational regulations and rules.
- Ability to prioritise a varied workload effectively while working accurately with strong attention to detail.
- Capability to support a broad range of administrative functions in a highly operational environment.
- Ability to work effectively with people of different nationalities and cultural backgrounds.
- Capability to establish effective relationships across the organisation at all levels.

Qualifications, Experience and Language Skills

- Bachelor's degree or equivalent in a relevant field in addition to completed Secondary Education.
- Relevant working experience is considered commensurate in lieu of a degree or equivalent.
- A minimum of 4 years of progressively responsible experience in administrative support, in an international organisation context.
- Very good organisational skills.
- Experience in managing conflicting priorities and working within tight deadlines.
- Experience in working in a team environment to achieve common goals.
- Excellent command of standard MS-office software and experience in using a SharePoint-based tool and MS Project, is an asset.
- Proficiency in (verbal/written) English, proficiency in the language(s) of the duty station.