

ICMPD Job Profile

Administrative Assistant– Ankara

FUNCTION (Task Identity):

Under the supervision of the Administrative Officer (AO-RO), Regional Coordination Office (RO), the Administrative Assistant-RO will support the administrative functions of the RO (e.g. budgetary, human resources, procurement and logistics, shared services, in accordance with ICMPD rules and procedures. S/he will provide support to the effective and efficient functioning of the RO.

Reporting to the AO-RO, s/he will provide support to administrative and logistical services, office maintenance and assets management for the RO and Field Offices. S/he will support the AO-RO with the general and contract administration, human resources management, shared service processes and contribute to the organisation of events and activities organised by the RO.

The AA-RO works collaboratively with the administrative support staff, project teams, Resource Management Officers and Assistants, ensuring the effective and timely delivery of administrative and shared services.

The AA-RO will be based in Ankara.

TASKS AND RESPONSIBILITIES (per Job Component):

1. Support to the general administration processes in the RO:

- Performs related administrative duties, in collaboration with the AO-RO such as:
 - Monitor accounts and payment to vendors and individual contractors for services; process related PRs and POs in SAP;
 - Participate in the physical space planning arrangements;
 - Identification of office technology needs and maintenance of equipment, software and systems;
 - Organize and coordinate administrative arrangements for events in the RO;
 - Support the AO-RO with the administrative arrangements linked to the opening, maintenance and closing of Field Offices in the region;
 - Support the AO-RO with the implementation of safety and security management measures for premises, vehicles, operations and safety of employees, in alignment with ICMPD's Security Policy and Procedures. Coordinate with service units and liaise frequently with internal team members both at the RO and in the field;
 - Prepare, process and follow-up on administrative arrangements and forms related to the official travel of staff and participants being funded by the RO;
 - Draft routine correspondence;
 - Maintain files of rules, regulations, administrative instructions and other related documentation;
 - Archive files in accordance with the rules and regulations of ICMPD.
 - Maintain up-to-date work files of the RO (mainly electronic but also paper when needed).

2. Support to Human resource management (HRM) processes:

- Assist the AO-RO with the processing, monitoring, review and follow-up on actions related to the administration of the RO's human resource activities, ensuring consistency in the application of ICMPD regulations and procedures.
- Enter, maintain and certify administrative data and records for time and attendance, performance appraisal, etc. in electronic information systems.
- Support the AO-RO in the preparation of vacancy announcements upon clearance by Human Resources Management (HRM) the organisation of interviews and related processes.
- Support the pre-boarding/on-boarding of new employees, preparation of Notes Verbale for visa processing where required and employment certificates;

3. Support to shared service processes

- Under the guidance of the HQ ICT Unit and the AO-RO, identify and list local ICT providers.
- Assist with the administrative arrangements related to the implementation of safety and security measures for all office premises, including the warrant for emergency plans and procedures and vehicle security. Coordinate initial induction and ongoing guidance to employees regarding applicable security and safety policies and procedures.
- Monitor status of expenditures and allotments, record variations and update budget tables.
- Prepare and follow-up on requisitions for goods and services to ensure (a) correct objects of expenditure have been charged and (b) availability of funds.
- Assist the AO-RO in the preparation of budget performance submissions.
- Undertake petty cash transactions, support in preparation of Field Office reports as required.
- Prepare statistical tables and standard status reports, when requested.

4. Support to contract administration and procurement processes :

- Assist with the day-to-day administration of contracts between the RO and external contractors for outsourced services.
- Support the AO-RO in preparation of TOR's and tender dossiers for Framework agreements in accordance with ICMPD's procurement rules and procedures.
- Develop and maintain the list of local suppliers in the RO location and region;
- Verify the contractors' invoices against the goods and services provided by the contractor.
- Follow-up on the payment of contractors' invoices and monitor payments.

KEY RESULTS (as per Job Component):

- General administrative and business processes of the RO supported and implemented in adherence with ICMPD rules and procedures, including support to the Field Office(s) management;
- Shared services supported in an efficient and client-oriented manner according to ICMPD rules and procedures;
- Effective support provided to ensure local and field office space and premises are managed efficiently;
- Administrative support provided to the implementation of security and security measures.
- Payments and financial reporting conducted timely and accurately as applicable;
- Human resource processes completed in a timely and confidential manner;
- Logistics support to projects implemented in a timely and cost-effective manner;
- Local and field office ICT arrangements implemented timely and effectively;
- Guidance provided to RO employees on administrative procedures.

INCUMBENT PROFILE:

- Minimum of 4 years of position-specific experience in operations and administrative management at an international level;
- Experience in office administration and management (including administrative experience in supporting human resources, procurement and financial management activities);
- Experience in working with local authorities and businesses;
- Solid organisational skills;
- Strong sense of client orientation.

CORPORATE QUALIFICATIONS:

- Experience in an international context;
- Proficiency in verbal and written English. Proficiency in Turkish;
- Bachelor's degree related to the area of work.