

ICMPD Job Profile

ADMINISTRATIVE ASSISTANT ¹

Functional Overview

Within the Procurement & Grants Unit (PGU), as part of the Operations Support Division, the Administrative Assistant provides office support to ensure the efficient administration of the relevant programme activities within the Unit. As an active member of the Unit, under the supervision of the Head of PGU, s/he works in close coordination with staff within PGU, and with other stakeholders, internally and externally, ensuring that the implementation of operational activities and administrative support activities are in line with the standard administrative practices and operating procedures of ICMPD. S/he is an active contributor to Procurement and Grants management and administrative support improvement.

Key Results

Overall Support to the Unit: Timely inputs provided to support the development of monitoring tools for the procurement plans, development of general workflows and procedures for the Unit that support coordination among various offices, archiving and filing of documents and general correspondence with clients. Contributions made to internal communication and coordination of programme implementation and events organisation, including the setting up of various meetings, taking accurate minutes, keeping online collaboration spaces up-to-date, collecting and sharing routine information.

Administrative Support: Effective support provided to the implementation of administrative activities of the Unit, in accordance with budgets and work plans, in compliance with ICMPD's regulatory framework and established processes and procedures. Effective administrative support provided to the planning, coordination and implementation of procurement and grants activities. Regular monitoring, maintenance and update activities undertaken to ensure the smooth running and management of all PGU activities, calendars, meetings, budget allocation and training activities. As first PGU point of contact within the Division and for project implementation teams across the organisation, regular queries and workflows effectively responded to and maintained.

Logistical and Operational Support: Administrative support provided to mission organisation and meeting participation of PGU members, including travel and visa arrangements, local transport and accommodation. Assistance provided to the procurement of services and administration of contracts with service providers in HQ Vienna. Draft routine correspondence prepared and technical documents and materials compiled and inputs provided to briefings, summaries, graphs and presentations relating to various PGU processes. Programme and events data collected and collated and files and online libraries actively supported. Assistance provided in the administration of recruitment and on-boarding schedules and activities. The wider PGU supported with administrative/logistical activities.

¹ This job profile is classified at S2.

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 administrative and logistical arrangements in a technically focused and 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 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 tools and MS Project, is an asset.
- Proficiency in (verbal/written) English, proficiency in a major EU language, is an asset.