

VACANCY NOTICE



International Organization for Migration (IOM)
The UN Migration Agency

The International Organization for Migration is seeking qualified candidates holding **Turkish citizenship** for the following position based in Ankara, Türkiye.

Vacancy Notice Number:	VN#TR/2024/181
Position Title:	Executive Associate
Duty Station:	Ankara – Türkiye
Classification:	One Year Fixed Term Contract (G5)- with possible extension
Eligibility:	Turkish Nationals
Deadline of Applications:	07 November 2024
Number of People to be hired	1
Category:	Internal & External

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

At IOM, we welcome applications from qualified professionals, irrespective of their race, religion, skin color, nationality, age, disability status, ancestry, sex, sexual orientation, gender identity or expression, marital status, family structure, mental health status, or any other characteristic.

Our policies encourage a workplace free from discrimination and any form of harassment. Qualified women are particularly encouraged to apply for this position. Read more about diversity and inclusion at IOM at www.iom.int/diversity

General Functions:

Under the overall supervision of the Chief of Mission (COM) and the direct supervision of the Deputy Chief of Mission (DCOM), the Executive Associate will be responsible for the following:

Major Duties and Responsibilities:

1. Manage the Chief of Mission's and Deputy Chief of Mission's official agenda: arrange meetings within and outside the duty station, coordinate the preparation of talking points, speeches and other interventions.
2. Draft and submit routine correspondence, letters, Notes Verbale, memoranda, as well as any IOM documents and forms related to IOM operational and administrative matters under the overall supervision of the COM/DCOM.
3. Communicate and consult with the Chief of Mission/ DCOM on any administrative matters with the respective Government Authorities.
4. Receive visitors of COM and/ or DCOM, attend to queries received by the Mission, manage incoming and outgoing correspondence, and invitations and phone calls for the COM and DCOM.
5. Maintain records of all, routine correspondence/letters, Notes Verbale memoranda, as well as IOM documents and forms related to IOM operational and administrative matters.
6. Coordinate documents for signature by CoM/DCOM and organize filing of COM's/DCOM's internal and external communication, documents, etc., and maintenance of the office correspondence reference systems in accordance with IOM guidelines.
7. Organize the in-country and international duty travels of the Chief of Mission and DCOM: submit Quarterly Travel Plan (QTP) to RO, handle travel authorizations and security/medical clearances

as required, manage authorizations requests for travels in coordination with the Regional Office (as needed).

8. Prepare duty travel of the COM and DCOM, including timely submission and follow-up on visas, security clearances (UNDSS), flight reservations etc. for duty travel.
9. Under the guidance of the COM/ DCOM set up, coordinate and flag internal and external meetings including timely reminders to respective Units and Staff Members (programmes, admin/finance, logistics, procurement, IT, security etc.) and sub-offices; as requested, facilitate in arranging internal workshops; coordinate and share minutes with relevant staff.
10. Provide support to other units within the Mission by arranging workshops, meetings, trainings etc.
11. Provide general secretarial support to the office and during meetings.
12. Ensure that the COM/DCOM's travel authorizations and travel expense claims are submitted in a timely manner.
13. Any other duty within the incumbent's capabilities as assigned by the direct and/or overall supervisor.

Required Qualifications:

Education:

- Bachelor's degree, preferably in the area of management or business administration or School diploma with at least three years of relevant experience, or,
- High school diploma with five years of relevant experience.

Experience:

- Experience working in an international environment and in liaising with a variety of partners at all levels of the hierarchy.
- Excellent communication and negotiation skills.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds,
- Ability to handle confidential matters
- Ability to meet deadlines and work under pressure.
- Good level of computer literacy, knowledge of SAP will be considered as an advantage.
- Personal commitment, efficiency, flexibility, drive for results

Languages:

- Fluency in **English and Turkish** is required.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

Values

- **Inclusion and respect for diversity:**
Shows respect and sensitivity towards gender, culture, ethnicity, religion, sexual orientation, political conviction and other differences.
 - Encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people with different backgrounds and orientations.

- Promotes the benefits of diversity; values diverse points of view and demonstrates this in daily work and decision making.
- Challenges prejudice, biases and intolerance in the workplace.
- Integrity and transparency:
Upholds and promotes the Standards of Conduct and Unified Staff Regulations and Rules.
 - Delivers on commitments; manages the organization's resources reliably and sustainably.
 - Embraces and encourages transparency, balancing this with the need for discretion and confidentiality as appropriate.
 - Maintains impartiality and takes prompt action in cases of unprofessional or unethical behavior.
 - Does not abuse one's position and acts without consideration of personal gain. Is motivated by professional rather than personal concerns.
- Professionalism:
Demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.
 - Seeks to raise professional standards in self and others through daily work and activities.
 - Adapts quickly to change and is decisive and versatile in face of uncertainty.
 - Shows self-control and persistence when faced with difficult problems and remains calm in stressful situations.
 - Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

Core Competencies – behavioral indicators *level 1*

- Teamwork:
 - Fosters a sense of team spirit by developing a shared understanding, accountability, and enthusiasm for the team's work.
 - Displays a high level of cultural awareness, sensitivity to different ways of working and leverages individual strengths in order to build a better team.
 - Shares credit for team accomplishments and ensures that the contribution of others is recognized.
 - Helps create a positive team spirit, putting aside personal considerations to help the team achieve its goals.
- Delivering results:
 - Produces high-quality results and workable solutions that meet clients' needs.
 - Anticipates constraints, identifies solutions, and takes responsibility for addressing critical situations.
 - Monitors own and others' work in a systematic and effective way, ensuring required resources and outputs.
 - Aligns projects with Organization's mission and objectives and demonstrates a good understanding of the impact of team's and own work on external and internal counterparts.
- Managing and sharing knowledge:
 - Disseminates and shares knowledge openly and actively contributes to knowledge/network communities for topics relevant to area of expertise.
 - Encourages knowledge-sharing across units/departments and ensures that knowledge is captured, recorded and disseminated appropriately.
 - Builds networks for the effective communication and exchange of knowledge and ideas and puts others into contact with various sources of knowledge.
 - Contributes to an environment that is conducive to innovation and learning.

- Accountability:
 - Proactively seeks responsibility in delivering towards the goals of the Organization.
 - Plans and organizes work with a clear and deliberate focus, ensuring commitments are easily identified and progress is widely communicated.
 - Stands by the actions of team or department, publicly accepting ownership.
 - Takes responsibility of own shortcomings and those of the work unit, where applicable
- Communication:
 - Speaks and writes clearly and effectively.
 - Seeks to share information with others, with due respect for diversity and the confidentiality of specific sensitive information.
 - Listens and seeks to understand without bias and responds appropriately.
 - Shares information and keeps others up to date; actively seeks others' views and ideas and respects their contribution.

Other:

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

This is a local position and applications from candidates for non-Turkish citizens holding a valid residence permit residing in Türkiye might be considered.

How to Apply:

Interested candidates are requested to submit their application including the most recent CV with a cover letter in English with contact details (name, position, phone and e-mail details) of three references by indicating name of the position applied with its VN number in the subject line of the e-mail to iomtrjobs@iom.int or to IOM İlkbahar Mahallesi Konrad Adenauer Caddesi No: 63 Çankaya, Ankara Türkiye by the end of **07 November 2024**.

Please note that only shortlisted candidates will be contacted.