

**VACANCY NOTICE**

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| I. Position Information | | |
| **Position title**  **Position grade**  **Duty station** | **General Secretary**  **Consultancy**  **Ndjamena, Chad** | |
| Appointment type | Consultant | |
| Position number | SVN-TD10-2018-004 | |
| Reports directly to | Chief of Mission | |
| **Closing date** | **April 11, 2018** | |
| II. Organizational Context and Scope | | |
| Under the direct supervision of the Chief of Mission, the general secretary will be responsible for the following tasks: | | |
| III. Responsibilities and Accountabilities | | |
| 1. Manage the agenda of the Chief of Mission, 2. Proactively liaise and maintain a close overview of all external mission contacts; 3. Receive and manage all incoming mail; 4. Receive and manage all incoming mission correspondence in close coordination with the Chief of Mission; 5. Provide support to incoming missions and visitors through hotel booking, coordination of agendas and all other support as may be required; 6. Perform any other tasks as may be required. 7. Manage all in-coming/outgoing correspondence. Draft/review outgoing mail and arrange despatch of the same. 8. Set appointments for the COM and manage his diary. Keep the COM informed of his daily schedule and review the same with him on a regular basis. 9. Receive/handle the COM’s phone calls (in-coming/out-going) as well as the COM’s visitors. 10. Manage the COM’s travel arrangements. This includes flight booking, hotel booking, expense claims and following up to ensure, necessary visas, security clearances and inoculations are obtained. 11. Prepare the COM’s meeting and mission reports in liaison with the relevant colleagues and put together his travel file. 12. Organize for the COM’s meetings and take notes/minutes as/when required. 13. Follow up with the staff to ensure they provide briefing notes from the Duty Travels to the COM. 14. Coordinate and ensure all interviews for the staff directly reporting to the COM are scheduled and undertaken. Ensure records of the interviews are kept in COM’s office and HR. 15. Follow up with staff to ensure they provide the COM with meeting/briefing notes and background documents ahead of his meetings. 16. Coordinate all internal meetings by making monthly/weekly schedules as necessary, sending out notices and follow up to ensure participation of the relevant staff. Assist in following up action points discussed at the meetings. 17. Keep track of all external and inter-agency meetings and coordinate IOM’s participation, by confirmation of person attending to the meetings organizers. Follow up to ensure that the person attending these meetings provides notes for file. 18. Assist with organization of IOM N’djamena’s hospitality events such as working lunches, luncheons, cocktails, and dinners organized by the COM. 19. Manage and monitor all purchases for the COM’s office. Process all purchase requisitions and follow up with procurement to ensure timely delivery. 20. Co-ordinate all stationery requisitions and supply for the COM’s office. 21. Oversee general cleanliness and maintenance of the COM’s office. | | |
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| IV. Required Qualifications and Experience | | |
| Education | | |
| * Master’s degree in office management, resource management or PR. | | |
| Experience | | |
| * Experience with secretarial work absolute prerequisite * Experience in addressing official correspondence in English and French essential * Experience with outlook calendar required. | | |
| V. Languages | | |
| Required  (specify the required knowledge) | | Advantageous |
| Fluency in English and French is required. | | Arabic |
| VI. Competencies | | |
| The incumbent is expected to demonstrate the following competencies:   * Accountability – takes responsibility for action and manages constructive criticisms * Client Orientation – works effectively well with client and stakeholders * Continuous Learning – promotes continuous learning for self and others * Communication – listens and communicates clearly, adapting delivery to the audience * Creativity and Initiative – actively seeks new ways of improving programmes or services * Leadership and Negotiation – develops effective partnerships with internal and external stakeholders; * Performance Management – identify ways and implement actions to improve performance of self and others. * Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility; * Professionalism - displays mastery of subject matter * Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation. * Technological Awareness - displays awareness of relevant technological solutions; * Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM ( optional depending on position level) | | |
| |  | | --- | | How to apply? | | All applications are to be addressed to: [iomchadrecruitment@iom.int](mailto:iomchadrecruitment@iom.int) .   * **Please do not attach any supporting document** * **Only complete applications will be considered** * **Only short listed candidates will be contacted** |   **Note: Please specify in subject whish position are you applying to or the number of position.**   * *Female candidatures are highly encourage.* | | |
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