



## OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Position Title : **Administrative Assistant (Spanish Translation Unit)**

Duty Station : **Geneva, Switzerland**

Classification : **Employee, Grade G4**

Type of Appointment : **Fixed-term, one year with possibility of extension**

Estimated Start Date : **As soon as possible**

Closing Date : **March 18, 2010**

Reference Code : **VN 2010/02 (E) - EXT**

*IOM has a proactive recruitment policy to increase the representation of nationals of non-represented member states. Qualified applicants from the following countries will be favorably considered:*

*Angola, Armenia, Bahamas, Belize, Benin, Cambodia, Cape Verde, Cyprus, Czech Republic, Dominican Republic, Estonia, Gabon, Gambia, Guatemala, Guinea, Jamaica, Kyrgyzstan, Libya, Luxembourg, Madagascar, Malta, Mauritania, Mongolia, Namibia, Niger, Paraguay, Rwanda, Slovenia, Somalia, Tanzania, Togo, Trinidad and Tobago, Tunisia, Yemen, Zambia*

### **General Functions:**

Under the direct supervision of the Spanish Translator/ Reviser the successful candidate will be responsible for carrying out general secretarial and administrative duties.

In particular he/ she will:

1. Monitor and oversee the flow of all communications to and from the various departments/ units.
2. Handle routine correspondence and requests for information materials received from various sources.
3. Transmit any translation request received to the Translator/Reviser, after having dully registered it in the log.
4. Prepare the corresponding references and, if necessary, carry out research in Internet.
5. Type in a word processor, documents, tables, charts or other dictated by the Translator/ Reviser.
6. Proofread translated documents once typed or received. Insert corrections and changes handed by the Translator(s).
7. Finalize, check the format and verify the presentation, before sending translated documents to requesting departments. Register the exit of documents in the log.
8. Receive, distribute and coordinate translations carried out by external collaborators in the different languages and handle the relevant payment requests.

9. Keep a database with relevant terminology as indicated by the Translator/Reviser.
10. Organize and maintain efficient filing and reference systems.
11. Receive, distribute and classify correspondence and publications within the Service.
12. Perform such other duties as may be assigned.

### ***Desirable Qualifications:***

#### Education and Experience

a) Secondary school education or equivalent commercial school; b) several years of proven administrative experience in international organizations, including experience in providing support and assistance in translation services.

#### Competencies

a) Strong organizational and communication skills, ability to write clearly and concisely; b) awareness of detail, personal commitment, discretion, efficiency, initiative, flexibility; c) high level of computer skills (Word for Windows, Excel, Visio, Power Point, etc.); d) fast typing skills and used to work with audio-typing; e) ability to cope with heavy workload and with high sense of responsibility; f) demonstrated gender awareness and gender sensitivity; g) ability to work effectively and harmoniously within a team of colleagues from varied cultures and professional backgrounds.

#### Languages

The successful candidate should have Spanish as mother tongue and a working knowledge of English and French.

#### NOTE:

1. The tenure of contract of staff members holding a regular contract will remain unchanged.

### ***How to apply:***

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by March 18, 2010 at the latest, referring to this advertisement.

For further information, please refer to: <http://www.iom.int/jahia/Jahia/pid/165>

In order for an application to be considered valid, IOM only accepts online profiles duly filled in and submitted with a cover letter not more than one page specifying the motivation for applications.

Only shortlisted candidates will be contacted. You can track the progress of your application in your personal application page in the IOM e-recruitment system.

### ***Posting period:***

From 25.02.2010 to 18.03.2010