



**ADMINISTRATIVE ASSISTANT
ADMINISTRATIVE DEPARTMENT**

Vacancy number: IMSO 22-01

Date of Issue:	6 May 2022
Deadline for applications:	as soon as possible and no later than 20 May 2022
Entry on duty:	As soon as possible
Rate of pay:	£2,309.17 per month (free of income tax in the UK)
Contract information:	This is a short-term assignment, for up to 3 months with the possibility of further extension subject to the requirements of the Organization and satisfactory performance. Applicants must have legal eligibility to live and work in the UK at the time of applying.
Purpose of the Post	Under the supervision of the Director General and/or the immediate supervisor designated by the Director General, the incumbent will carry out specific secretarial, conference and administrative duties to support the work of the office, as assigned. For a detailed job description, please refer to page 2.
Required competencies	<ul style="list-style-type: none">a) Detailed knowledge of information and communication technologies, particularly in Microsoft productivity tools such as Office 365, Teams and SharePoint Online.b) Strong organizational capabilities and initiative to adapt to a broad range of tasks.c) Ability to prioritise tasks, manage time efficiently to meet deadlines.d) Proactive and reliable approach, with demonstrated ability to organize and prioritize workloads and to work under pressure to tight deadlines.e) Ability to adapt to a broad range of tasks with a solutions-oriented approach and work under pressure to tight deadlines or at short notice.f) Punctuality, tact and ability to maintain confidentiality and deal tactfully in all situations and interactions.g) High degree of initiative, thoroughness and meticulous attention to detail, ensuring accuracy of output.
Professional experience	Experience in secretarial or administrative related work and experience within an international organisation would be an advantage.
Education	Completion of secondary education or equivalent to university entrance standard; higher education in computer science, information systems or related field would be an asset.
Language Skills	Complete proficiency in English. Working knowledge of any other IMSO official languages would be an asset.
Other Skills	Excellent computer skills and high level of proficiency in Microsoft Office packages (in particular Excel and Word) are required. Good numerical, proof reading skills and drafting capability. Working knowledge of SharePoint or similar platform would be an advantage.
How to apply	Applications must include an up-to-date Personal History Form, which can be downloaded from our website (https://imso.org/vacancies-at-imso) and must be accompanied by a cover letter stating your reasons for applying and mention any experience relevant to the post. Applications should be sent to the following email address: recruitment@imso.org . Only applications submitted via email will be accepted. Please state reference IMSO 22-01 as well as the title of the post in the subject line. Your application will be acknowledged only in the case that you are shortlisted for an interview. Candidates may be tested in all relevant areas.

MAIN DUTIES AND RESPONSIBILITIES

Successful candidates would be asked to provide broad administrative support, duties of which include:

- 1 Provide support/coordination, including the day-to-day implementation and assessment of progress of tasks.
 - 2 Prepare meeting documents; correspondence, meeting files; draft reports and briefs; including the preparation of tables, graphs, spreadsheets and presentations.
 - 3 Support IMSO working groups during meetings and assist, as required.
 - 4 Proofread and monitor quality and uniformity of correspondence and where necessary edit all correspondence, documentation and reports to ensure an excellent standard of language, grammar and spelling as well as presentation, in conformity with established IMSO practices.
 - 5 Assist in the coordination of meetings at IMSO Headquarters or virtual meetings (via Teams, Zoom or Kudo), as appropriate, ensuring internal logistical processes are followed for the effective preparation of the meeting.
 - 6 Communicate with participants: disseminate meeting information and materials in consultation with the line managers in the relevant Section. Liaise with focal points and sub-contractors in the field, as required.
 - 7 Organize databases and maintain the electronic filing system on SharePoint including all confidential files, administrative and finance-related files, project files, and other files.
 - 8 Coordinate all forthcoming meetings, commitments and appointments providing well-researched files with relevant background information, drawing attention to issues related to the work of the Section.
 - 9 Maintain and update webpages on the IMSO public website and IMSO Docs.
 - 10 Perform any other duties, which may be assigned by the Director General, and/or the immediate supervisor designated by the Director General.
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