



IOM International Organization for Migration

CALL FOR CVS

Position : **Office Aide**
Organizational Unit : **Resource Management**
Duty Station : **Abuja**
Type of Appointment : **Special Short Term Ungraded Contract (Renewable)**
CFCV No. : **CFCV2018/04**
Estimated Start Date : **As soon as possible**
Closing Date : **25 January, 2018**

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.

Context:

Under the general supervision of the IOM Chief of Mission in Abuja, and under direct supervision of the Logistics Assistant in Abuja, the cleaner will be responsible for helping to create a clean, safe and pleasant working environment. In particular, he/she will:

Core Functions / Responsibilities:

1. Dusts, mops and takes out the trash, making sure a building is well-kept and clean at all times
2. Ensure that supplies are regularly checked and adequate toiletries are available.
3. Clean desks and meeting room desks and tables where possible. Empty desk bins and dispose of collected rubbish in the designated disposal area
4. Clean and disinfect sinks, countertops, tables, chairs etc. Load and empty dishwasher as required. Clean oven, fridge / freezer and microwave on a regular basis.
5. Wipe down walls and woodwork as required. Clean internal windows, door panels and partitions.
6. Wash blinds, clean windows and ensure there is cold drinking water.
7. Deliver letters to staff, make copies and other errands to facilitate work.
8. Wipe down walls and woodwork as required. Clean internal windows, door panels and partitions.
9. Prepare tea / coffee etc. and leave in relevant meeting area in advance of meetings as required. Ensure meeting area is tidied following meeting and that dishes used are cleaned and stored appropriately in office kitchen.
10. Provide some basic office support as necessary
11. Keep a high degree of confidentiality and discreteness in discussions, which involves IOM and its officials.
12. Perform such other duties as may be assigned

Required Qualifications and Experience

- Secondary school certificate;
- At least 1 year experience as a cleaner in an international organization;
- Basic knowledge of general hygiene practices;
- Good knowledge of facility layout;
- Good knowledge of cleaning products and applications

Languages

Fluency in **English** and Native Language; Fluency in multiple languages advantageous;

Required Competencies

Behavioural

- Takes responsibility and manages constructive criticism;
- Works effectively with all clients and stakeholders;
- Promotes continuous learning: communicates clearly;
- Takes initiative and drives high levels of performance management;
- Plans work, anticipates risks, and sets goals within area of responsibility;
- Displays mastery of subject matter;
- Contributes to a collegial team environment;
- Creates a respectful office environment free of harassment and retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA);
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation;

Technical

- Ability to use a variety of cleaning equipment and products ;
- Basic computer literacy an advantage;
- Demonstrated ability to write legibly.

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 and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in the country of the duty station within commuting distance of the duty station will be considered.

Women with the above qualifications are encouraged to apply

How to apply:

Interested candidates are invited to submit their applications via email to HRNIGERIA@iom.int indicating position applied on subject line **by Thursday 25th January, 2018**

In order for the applications to be considered valid, IOM only accepts applications with a cover letter not more than one page specifying the motivation for application, addressed to **Human Resources, International Organization for Migration (IOM)** and with a subject line **CFCV2018/04 Abuja. Office Aide**

All applications should include a functional email address, mobile numbers and detailed curriculum vitae (CV).

Please note that this position is open only to Nigerian National applicants and only shortlisted candidates will be contacted.

Posting period:

From 19.01.2018 to 25.01.2018