



IOM International Organization for Migration

CALL FOR CVS

Open to Internal and External Candidates

Position	: INTERN (Procurement & Logistics)
Organizational Unit	: Resource Management
Duty Station	: Abuja
IOM Classification	: Internship (NGN 97,361.00 per month)
Type of Appointment	: Internship
SVN No.	: CFCV2018/25
Estimated Start Date	: As soon as possible
Closing Date	: 18th June, 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.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Working under the overall supervision of and the Procurement and Logistics Officer, Abuja and the direct supervision of the Procurement & Logistics Assistant, Abuja and in close coordination with all the RM and Programme Units, the incumbent will assist in carrying out Procurement and Logistics functions in accordance with IOM's regulations, rules and procedures:

Core Functions / Responsibilities:

1. Support in Keeping records files, add new documents to file records, and create new records as necessary. Place materials into storage receptacles, such as file cabinets, boxes, bins, or drawers, according to classification and identification information.
2. Assigning PRF numbers, updating procurement tracking matrix and enter document identification codes into systems in order to determine locations of documents to be retrieved
3. Perform general office duties such as typing, operating office machines, and sorting mail.
4. Gather materials to be filed from departments and employees and Track materials removed from files in order to ensure that borrowed files are returned.
5. Sort or classify information according to guidelines such as content, purpose, user criteria, or chronological, alphabetical, or numerical order. Find and retrieve information from files in response to requests from authorized users.
6. Scan or read incoming materials in order to determine how and where they should be classified or filed.
7. Assign and record or stamp identification numbers or codes in order to index materials for filing and answer questions about records and files.
8. Modify and improve filing systems, or implement new filing systems. Perform periodic inspections of materials or files in order to ensure correct placement, legibility, and proper condition.

9. Eliminate outdated or unnecessary materials, destroying them or transferring them to inactive storage according to file maintenance guidelines and/or legal requirements
10. Perform other duties as may be assigned.

Required Qualifications and Experience

- Degree / Certificate in related field; or an equivalent combination of education, training & experience
- Experience in related field is advantageous

Languages

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

Required Competencies

Behavioural

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 program 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)

Other

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

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

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

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 **Monday 18th June 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 **CFCV2018/25 Abuja. Intern (Procurement & Logistics)**.

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 05.06.2018 to 18.06.2018

