



IOM International Organization for Migration

## SHORT VACANCY NOTICE

### Open to Internal & External Candidates

Position	: <b>ADMINISTRATIVE &amp; FINANCE ASSISTANT (MHAC)</b>
Organizational Unit	: <b>Migration Health Assessment Centre</b>
Duty Station	: <b>Abuja</b>
IOM Classification	: <b>Special Short Term (SST) Grade equivalent, G4</b>
Type of Appointment	: <b>Contract Basis (Renewable)</b>
SVN No.	: <b>SVN2018/06</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>04 February, 2018</b>

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 & 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 the Resource Management Officer, Abuja and the direct supervision of the Head of Finance, Abuja and in close coordination with the Migration Health Physician, the Administrative and Finance Assistant will support all Administrative and Finance activities related to migration health assessments. In particular, he/she will:

#### **Core Functions / Responsibilities:**

1. Assist with all relevant administrative activities on daily basis including but not limited to
  - a. Ensuring staff login when reporting and leaving work;
  - b. Offices and examination rooms are clean at all times;
  - c. Laundry services is done timely and clean gowns available in the examination rooms at all times;
  - d. Remind staff and ensure timely reception of accurately completed monthly time sheets;
  - e. Inform the Humana Resource Unit of any staff not reporting to work for reasons related to illness or family emergency.
2. Assist with all relevant financial activities on daily basis including but not limited to
  - a. Preparing relevant finance documents for payments and ensure relevant supporting documents are attached and correct WBS assigned;
  - b. Verify payment receipts and confirm service fee paid is reflected in the respective IOM account;
  - c. Record daily total service fee payments to the respective project codes in the IOM accounting system;
  - d. Prepare, track and ensure invoices to the non IOM panel doctors are paid on time.
3. Verify all invoices and expense claims and ascertain that the equipment, supplies or services they refer to are duly received or provided before payment is made;
4. Maintain proper filing system of all relevant administrative and financial documents, instructions and guidelines for reference as per IOM rules and regulations;

5. Provide regular updates to the supervisor and the RMO on the status of outstanding debtors/creditors and ensure that they are regularly maintained and cleared;
6. Act as the focal point for finance related issues at MHAC Abuja;
7. Assist in preparation of monthly and annual financial reports for the project;
8. Bring to the attention of the supervisor any relevant financial and budgetary issues.
9. Assist project manager with financial project management and financial analysis;
10. Perform such other duties as may be assigned.

### ***Required Qualifications and Experience***

- At least Diploma in Accounting or training in relevant area. Professional certification a plus
- At least four years of work experience post-graduation.
- Ability to work as part of a multi-cultural team
- Ability to work under tight schedules
- Fluency in spoken and written English.
- Excellent computer literacy on Microsoft Office. knowledge of IPSAS and SAP highly desirable

### **Languages**

Fluency in **English**; Fluency in multiple native languages advantageous;

### ***Required Competencies***

#### **Behavioural**

- Professionalism: displays mastery of subject matter; has knowledge of research methodologies, data collection and maintenance, ability to research, interpret and analyse a wide variety of data.
- 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, Demonstrates use of initiative and ability to make appropriate linkages in work requirements.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility; monitors and adjusts plans and actions as necessary; uses time efficiently.
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation; is willing to learn from others;
- Accountability – takes responsibility for action and manages constructive criticisms; is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Planning& Organizing - Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning;
- Technological Awareness - Understands applicability and limitation of technology and seeks to apply it to appropriate work.

#### ***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 INTERNAL candidates are invited to submit their applications via email to **HRNIGERIA@iom.int** indicating position applied on subject line **by Sunday 4<sup>th</sup> February, 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 **SVN2018/06 Abuja. Administrative & Finance Assistant.**

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 29.01.2018 to 04.02.2018