



IOM International Organization for Migration

## SHORT VACANCY NOTICE

### Open to Internal and External Candidates

Position	: <b>Operations Assistant (HH/Maintenance)</b>
Organizational Unit	: <b>Humanitarian Hub</b>
Duty Station	: <b>Maiduguri</b>
IOM Classification	: <b>G4</b>
Type of Appointment	: <b>Special Short-Term (SST) 6 months with possibility of extension</b>
SVN No.	: <b>SVN2018/110</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>11<sup>th</sup> November, 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 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:**

Under the overall supervision of the Humanitarian Hubs Project Coordinator and direct supervision of the Hubs Operations Officer, the successful candidate will be responsible for leading maintenance personnel and handy crew carry out maintenance activities in the humanitarian hub in Maiduguri, Nigeria:

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

1. Prepares maintenance schedule for all the hubs and organizes the maintenance team's work schedule to support the maintenance schedule.
2. Supervises the work of maintenance staff.
3. Inspects works done by maintenance staff for quality and completeness.
4. Determines material, equipment, and supplies to be used. Transfers equipment and personnel from one project to another as necessary.
5. Keeps time cards and other routine records.
6. Coordinates or installs, inspects repairs and maintains the electrical, plumbing, mechanical and other related systems in the humanitarian hub.
7. Coordinates or inspects, operates and maintains the heating, cooling and ventilation systems (including boiler system).
8. Does general repairs such as painting, patching walls, security hardware, hanging shelves and landscaping.
9. Coordinates renovations of existing facilities and the construction of new facilities.
10. Coordinates and inspects major contract work on the electrical, plumbing, mechanical and other related systems in the humanitarian hub.
11. Ensures health and safety regulations are adhered to
12. Perform such other duties as may be required.

### **Required Qualifications and Experience**

- Completed Diploma /University degree from an accredited academic institution.

- Minimum of two years relevant experience for those with University Degree and above or minimum of four years with high school diploma in hospitality or related field.
- Previous experience in similar capacity;
- Understanding of the importance of health and hygiene
- Proactive
- A great team player
- Fast Learner.

### **Languages**

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

### **Required Competencies**

The incumbent is expected to demonstrate the following competencies:

#### **Values**

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

#### **Core Competencies** – behavioural indicators *level 1*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

### **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.

Female 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 **Sunday 11<sup>th</sup> November 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 **SVN2018/110 Maiduguri. Operations Assistant (HH/Maintenance) G4**

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 29.10.2018 to 11.11.2018