



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to internal and External Candidates

Position	: Office Aide
Organizational Unit	: Resource Management
Duty Station	: Abuja, Lagos, Yola & Maiduguri
IOM Classification	: G1 (NGN 194,733.67 per month)
Type of Appointment	: Special Short-Term (SST) Grade Equivalent Contract (Renewable)
CFCV No.	: SVN2018/20
Estimated Start Date	: As soon as possible
Closing Date	: 08th May, 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:

Working under the overall supervision of the Procurement & Logistics Officer, Abuja and relevant head of missions, and the direct supervision Logistics Assistant, the incumbent will:

Core Functions / Responsibilities:

1. Be responsible for the cleanliness and upkeep of the relevant office premises, including vacuuming, cleaning and garbage disposal of office areas, corridors, balconies and toilets.
2. Maintain adequate stocks of cleaning materials, toiletries and other consumables as required; re-stock as required.
3. Be responsible for the maintenance of the surrounding garden area; including landscaping, watering, fertilizing and maintenance of shrubs and trees as and when required;
4. Prepare and serve tea to IOM staff and visitors as required;
5. Assist with photocopying, collating and scanning documents; send faxes; support office re-cycling initiative; and distribution of documents/ packages as required;
6. Support the Reception duties as and when required;
7. Perform other duties as may be assigned.

Required Qualifications and Experience

- High School Diploma; or an equivalent combination of education, training & experience;

- Previous experience in similar capacity;
- Preferably within the United Nations or within the International Organizations;

Languages

Fluency in **English** and Native Language; Fluency in multiple 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 programmes 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.

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 Tuesday 8th May, 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 **SVN2018/20 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 25.04.2018 to 08.05.2018