



IOM International Organization for Migration

## SHORT VACANCY NOTICE

### Open to Internal & External Candidates

Position	: <b>JUNIOR PROGRAMME SUPPORT ASSISTANT</b>
Organizational Unit	: <b>Demobilization, Disassociation, Reintegration and Reconciliation (DDRR)</b>
Duty Station	: <b>Abuja/Maiduguri</b>
IOM Classification	: <b>G3</b>
Type of Appointment	: <b>Special Short Term (SST) Grade Equivalent Contract (Renewable)</b>
SVN No.	: <b>SVN2018/38</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>04<sup>th</sup> July, 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 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 STRR Programme Officer and under the direct supervision of the DDRR Programme Officer the successful candidate will be responsible in providing administrative and general office programme support in the implementation of the Demobilization, Disassociation, Reintegration and Reconciliation (DDRR) Programme in Nigeria.

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

1. Provide clerical support; prepare purchase requests, requests for payment and follow up all procurement processes.
2. Properly document and file the project's administrative and financial documents and data collection forms.
3. Maintain an inventory database and assist in monitoring and maintaining a tracking system for all procurement and logistics requests.
4. Prepare requisitions of all the supplies and activities, as needed, ensuring accuracy in the specifications and timely delivery, collate procurement requests for approvals;
5. Monitor and track stock of office supplies and orders, request for replenishment when required;
6. Monitor office maintenance, supplies, organize repair of office equipment's;
7. Prepare travel authorizations and arrangements in conjunction with meetings, workshops, conferences, track and prepare itinerary, prepare associated documentations, facilitate visa application for staff and consultants;
8. Undertake duty travel when necessary;
9. Support the Programme in coordinating interviews, shortlisting and other administrative functions as required;
10. Assist in all other administrative functions, as required by the Programme Officer;
11. Perform such other duties as may be assigned

### **Required Qualifications and Experience**

- Degree/Certificate from an accredited academic institution, Social Sciences/Humanities/Development Studies or related area; or an equivalent combination of Education, Training & Experience;

- Minimum of three years related experience (01 year for candidates holding Bachelor's Degree); preferably within the United Nations or within an international organization;
- High level of computer literacy and good knowledge of the MS Office application;
- Experience in liaising with other national/international institutions, the UN and NGOs;
- Strong sense of details and accuracy in all matters;
- Reliable, able to work under pressure, good organizational skills and drive for results

### **Languages**

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

### **Required Competencies**

#### **Behavioural**

The incumbent is expected to demonstrate the following competencies:

- Keeps strict confidentiality when required
- Accepts and gives constructive criticism;
- Meets deadline, cost, and quality requirements for outputs;
- Identifies the immediate and peripheral partners of own work;
- Establishes and maintains effective working relationships with partners;
- Identifies and monitors changes in the needs of partners, including donors, governments, vendors and programme beneficiaries;
- Keeps abreast of developments in own professional area;
- Clearly communicates, and listens to feedback on, changing priorities and procedures;
- Listens effectively and communicates clearly, adapting delivery to the audience;
- Articulates vision to motivate colleagues and follows through with commitments;
- Sets clear and achievable goals consistent with agreed priorities for self and others;
- Identifies issues, opportunities, and risks central to responsibilities;
- Works effectively with people from different cultures by adapting to relevant cultural contexts;
- Actively contributes to an effective, collegial, and agreeable team environment

#### **Technical**

- Works effectively with local authorities, stakeholders, beneficiaries, and the broader community to advance country office or regional objectives;
- Effectively applies knowledge of DRR issues within organizational context;
- Delivers on set objectives in strict deadlines;
- Has knowledge of administrative and procedural aspects of reintegration and reconciliation;
- Understands procurement principles, processes and standards.

#### **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 **Wednesday 4<sup>th</sup> July 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 **SVN2018.38 Abuja. Junior Programme Support 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 21.06.2018 to 04.07.2018