



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position : **OFFICE SUPPORT WORKER**

Organizational Unit : **Resource Management**

Duty Station : **Abuja/Maiduguri**

IOM Classification : **G1**

Type of Appointment : **Special Short Term (SST) Grade Equivalent Contract (Renewable)**

SVN No. : **SVN2018/47**

Estimated Start Date : **As soon as possible**

Closing Date : **02nd July, 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 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 Procurement & Logistics Officer, Abuja and the direct supervision of Logistics Assistant, the incumbent will:

Core Functions / Responsibilities:

1. Be responsible for the delivery of correspondence and parcels.
2. Regular landscaping of the garden and surrounding area including, regular watering, fertilizing and maintaining of the plants, sweeping the garden, Introducing new plants etc
3. Act as Relief for the Office Aides as and when required; Support with Filing, Photocopying, Scanning and other tasks as and when required.
4. Attend to minor office requirements/repairs.
5. Any other duties as assigned by the supervisors

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.

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, 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 02 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 **SVN2018.47 Abuja/Maiduguri. Office Support Worker.**

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 19.06.2018 to 02.07.2018