



IOM International Organization for Migration

## SHORT VACANCY NOTICE

**Open to both Internal & External Candidates**

Position	:	<b>ADMINISTRATIVE ASSISTANT (HR/STP)</b>
Organizational Unit	:	<b>Resource Management</b>
Duty Station	:	<b>Abuja</b>
IOM Classification	:	<b>G4</b>
Type of Appointment	:	<b>Special Short-Term (SST) Grade Equivalent Contract (Renewable)</b>
SVN No.	:	<b>SVN2018/64</b>
Estimated Start Date	:	<b>As soon as possible</b>
Closing Date	:	<b>15<sup>th</sup> August, 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:***

Working under the overall guidance the Human Resources Officer and the direct supervision of the Senior Human Resources Assistant, the incumbent will assist in all the required administrative activities in Human Resources and as part of the Staff Travel & Protocol functions in the mission as required. The selected incumbent will carry out the following duties and responsibilities:

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

1. Coordinate all Travel Authorizations, Flight Bookings and Hotel Reservations for the Organization; Ensure due coordination, proper documentation and systematic tracking and filing systems, both for physical and soft files.
2. Support in drafting all correspondence as required in coordination with the HR focal point, within the organization regulations;
3. Support Human Resources Officer (HRO) and Senior Human Resources Assistant (SHRA) to coordinate Visa Requests and Accommodations as and when required; including supporting in Travel Authorizations and Flight Bookings and Hotel Reservations for the Organization; Ensure due coordination, proper documentation and systematic tracking and filing systems, both for physical and soft files; Support in maintaining all mission travel ticket in IGATOR. Ensure all tickets are reconciled;
4. Manage the HR Travel Matrix is live and updated accurately, proactively tracking all travel related conditions in a proactive manner.
5. Support in drafting all correspondence as required in coordination with the HR focal point, within the organization regulations;
6. Familiarize oneself on the IOM Human Resources regulations and procedures, including but not limited to the Unified Staff Rules and Regulations (USRR) and other policies; updating oneself of the changes and its

implications when carrying out day to day work, reporting any breach or deviations to the HRO & SHRA in order for corrective measures to be taken by the HRO.

7. Maintain a database to track all UNHAS ticket maintain and adequately monitor charges
8. Contribute to the smooth running of all administrative functions on a daily basis in order to ensure that activities are carried out in accordance with the organization's regulations and procedures;
9. Familiarize oneself on IOM Human Resources regulations and procedures, especially within one's perview including but not limited to the Unified Staff Rules and Regulations (USRR) and Travel Policies and other policies as required; updating oneself of the changes and its implications when carrying out day to day work, reporting any breach or deviations to the HRO & SHRA in order for corrective measures to be taken by the HRO.
10. Perform such other duties as may be assigned.

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

- University degree or its equivalent from an accredited academic institution in related field; or an equivalent combination of education, training & experience;
- Minimum Four Years (Two Years for Degree Holders) in related field; preferably in Human Resources, Travel related, administration and other related field; preferably within the United Nations or the International Humanitarian Field
- Demonstrated ability to maintain confidentiality; Proactive; Independent Worker; A great team player; Fast Learner; IT Literate; Interpersonal Skills; Administrative & Time Management Skills; SAP knowledge is desirable

### **Languages**

Fluency in **English** and Native Language; Fluency in all 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.

#### ***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 **Wednesday 15<sup>th</sup> August 2018**.

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 **SVN2018/64 Administrative Assistant (HR/STP), Abuja.**

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 02.08.2018 to 15.08.2018.