



IOM International Organization for Migration

## SHORT VACANCY NOTICE

### Open to Internal & External Candidates

Position	: <b>Programme Support Assistant</b>
Organizational Unit	: <b>DDRR</b>
Duty Station	: <b>Abuja</b>
IOM Classification	: <b>G5</b>
Type of Appointment	: <b>Special Short-Term (SST) 6 months with possibility of extension</b>
SVN No.	: <b>SVN2019/02</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>23<sup>rd</sup> January, 2019</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 the direct supervision of the DDRR Programme Officer, the successful candidate will assist on administrative and financial project monitoring and reporting for the DDRR Programme in Nigeria. In particular, s/he will;

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

1. Support the administrative and financial follow up, analysis and reporting of the DDRR projects, including operational activities as well as the programme running expenses. Bring to the attention of the supervisor any relevant administrative, financial and budgetary issues on an ongoing basis.
2. Implement the system for tracking the programme expenditures/ grants.
3. Provide assistance for the preparation of new project grants, especially on the new budgets.
4. Assist in monitoring the programme financial resources in accordance with IOM rules and regulations.
5. Assist the DDRR Programme Officer in the follow up on the preparation of monthly, quarterly or annual financial reports to the DDRR donors, adhering to established reporting deadlines set by project agreements.
6. Participate in preparation of funding requests for DDRR Programme and ensure that sufficient funds are always available;
7. Support the DDRR Programme Officer in monitoring the administrative and financial aspect of the successful implementation of grants under the program throughout the lifecycle of each grant – from award to close out.
8. Maintain administrative and financial compliance of all DDRR grants.
9. Support the DDRR Programme Officer in reviewing disbursement requests to ensure that all reporting and compliance requirements and/or pending queries have been satisfied before funds are disbursed.
10. Ensure that all financial reports submitted by partners are in compliance with the requirements as per grants agreement.
11. Discuss internally and with partners any financial management weaknesses and, where appropriate, follow up on action plans to mitigate them.

12. Recommend improvements to the programme administrative and financial tracking system for expenditures and grants implementation.
13. Maintain files of all administrative and financial documents issued as reference for completion of work assignments of the DRR Programme.
14. Perform any other duties as may be assigned.

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

- Degree / Certificate from an accredited academic institution in Accounting, Finance or Business Administration preferably with a professional certification as chartered accountant or certified public accountant; in related field; or an equivalent combination of education, training & experience;
- Minimum three years in related field or five years for candidates holding high school certificate; preferably within the United Nations and the International Humanitarian Field.
- Proactive; Independent Worker; A great team player; knowledge of IPSAS and SAP highly desirable; knowledge of IOM accounting system, software and procedure a distinct advantage.
- Fast Learner; IT Literate; Interpersonal Skills; Administrative & Time Management Skills;

### **Languages**

Fluency in English and multiple Native languages

### ***Required Competencies***

#### **Behavioural**

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 and 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 23<sup>rd</sup> January 2019**.

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 **SVN2019.02 Abuja. Programme Support Assistant - G5**

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 10.01.2019 to 23.01.2019.