



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position	: Junior Programme Assistant (IBM)
Organizational Unit	: Immigration and Border Management (IBM)
Duty Station	: Abuja
IOM Classification	: Special Short Term (SST) Grade equivalent, G3
Type of Appointment	: Contract Basis (Renewable)
SVN No.	: SVN2017_48
Estimated Start Date	: As soon as possible
Closing Date	: 28th June, 2017

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 supervision of IOM Nigeria's IBM Programme Manager, and under the direct supervision of the Senior Project Assistant/Project Coordinator, the successful candidate's primary role will be to provide administrative support within the IOM Nigeria implemented/Government of Germany funded NBIC-REG project, "Supporting the Rollout of Nigeria's National Biometric Identification Card (NBIC) for Intra-ECOWAS Travel, and Biometric Registration of Foreign Nationals in Nigeria". Additionally, the successful candidate will be accountable and responsible for providing general support as requested to the full portfolio of IOM Nigeria IBM projects;

Core Functions / Responsibilities:

Provide clerical support to the work of the Senior Project Assistant/Project Coordinator and the Project Assistants/Component Coordinators in all aspects of their work, with a focus on the following areas:

1. Documentation and tracking of project purchase requests, purchase orders, contracts and expenditures, in liaison with IOM Nigeria Finance Unit, and assisting in preparation of final drafts for monthly funding requests for the project activities.
2. Collecting and providing necessary information and assists in organising all aspects of the project, including preparations and support to special consultancies and to staff travel occurring in the project.
3. Provide general administrative assistance in timely implementation of project activities.
4. Ensuring proper documentation of project documents and filing.
5. Supporting visibility and communication activities related to the project.
6. Assisting in the preparation of seminars, conferences, workshops, meetings, presentations and missions related to the project, and undertaking duty travel to support project activities when required.
7. Performing such other duties as may be assigned

Required Qualifications and Experience

- University degree /certificate in related field; or an equivalent combination of education, training and experience.
- Minimum three years (one year for degree holders) in related field;
- Previous experience in project administrative support an advantage, preferably within the United Nations system or the international development or humanitarian field;

Languages

Fluency in **English** and Native Language;

Required Competencies

Behavioural

- 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
- 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;

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 28th June, 2017**

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 **SVN2017_48 Abuja. Junior Programme Assistant (IBM).**

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 14.06.2017 to 28.06.2017