



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

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| Position | : | ADMINISTRATIVE ASSISTANT (HR/HH) |
| Organizational Unit | : | Resource Management (HR) |
| Duty Station | : | Maiduguri |
| IOM Classification | : | Special Short Term (SST) Grade equivalent, G4 |
| Type of Appointment | : | Contract Basis (Renewable) |
| SVN No. | : | SVN2017_89 |
| Estimated Start Date | : | As soon as possible |
| Closing Date | : | 17 October, 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 & 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 the Resource Management Officer, Maiduguri and the direct supervision of Resource Management Officer (HH) and close coordination with the Human Resources Unit, Abuja, and the incumbent will:

Core Functions / Responsibilities:

1. Support the timely and quality recruitment of national staff following in accordance to IOM Rules and Regulations, including coordination of Terms of Reference with recruiting unit and PAC, posting of Vacancy Notice, communication with applicants, administration of recruitment tests, reference checks, etc.
2. Assists in coordinating international recruitment with the Humanitarian Hub project manager.
3. Assist in preparation of payroll documentation for all staff working under the humanitarian hubs, preparing payment requests as per approved payroll.
4. Implementing updates to the Organizational structure.
5. Arrange for staff entry on duty medical examination and medically fit certificate
6. Draft reports on personnel matters (personnel Establishment, MSP, CP, UNJSPF, Requests for changes to the personnel establishment, etc.)
7. Maintain attendance records of national staff working under the humanitarian hub.
8. Maintain and update all IOM General Instructions, General Bulletins as well as Instructions and Memoranda issued locally related to Human Resources policies, rules and practices.
9. Prepare the separation clearance for national staff
10. Respond to general HR queries from staff in the humanitarian hubs.
11. Ensure that staffs' documentation and personnel files are in order and complete with the all necessary documentations.
12. Perform such other duties as may be required.

Required Qualifications and Experience

- University Degree/Diploma in Human Resources Management, Business Management or relevant studies.
- Minimum four years' experience (or Two Years for University Degree Holders) in the field of Human Resources Management;
- Demonstrated ability to keep confidentiality
- Demonstrated ability to carry out duties with the highest level of Integrity.
- High Level of Attention to Detail;
- Excellent Communication and Negotiation Skills
- A great team player
- MS office skills.
- Proactive and Independent Worker
- Fast Learner
- Previous experience within the United Nations or the Humanitarian Field is advantageous;

Languages

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

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
- 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, accreditation, any residency or visa requirements, and security clearances.

Women with the above qualifications are encouraged to apply.

How to apply:

Interested internal and external candidates are invited to submit their applications via email to **HRNIGERIA@iom.int** indicating position applied on subject line **by Tuesday 17th October, 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_89 Maiduguri. Administrative Assistant (HR/HH)**.

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 11.10.2017 to 17.10.2017