



IOM International Organization for Migration

CALL FOR CVS

Open to Internal and External Candidates

Position	: Administrative Support Assistant
Organizational Unit	: Resource Management Unit (HR)
Duty Station	: Maiduguri
IOM Classification	: Hourly Staff Contract
Type of Appointment	: Special Short-Term Hourly Contract (On-Call)
SVN No.	: CFCV2019.100
Estimated Start Date	: As soon as possible
Closing Date	: 3rd September 2019

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:

Under the overall supervision of the Resources Management Officer in Maiduguri, Nigeria and under the direct supervision of the Human Resources Assistant and in coordination with various units and HR Abuja office, the incumbent is responsible for the support in, coordination and implementation of the Human Resources activities in Maiduguri office. In particular he/she will:-

III. RESPONSIBILITIES AND ACCOUNTABILITIES

- 1) Assist in coordinating the recruitment process for national staff, particularly; collecting all the CV's related to the advertised position, contacting all short listed applicants for interviews, coordinating with the interview panel on all related interview information, ensure all related materials required for the interview is scheduled on time, administering practical skills test when required and sending regret letters to all unsuccessful candidates
- 2) Open files for all newly hired staff, maintain the HR filing system and ensure all files are

<p>updated with the right documents and ensure safe custody of all the files.</p> <ol style="list-style-type: none"> 3) Maintain records on staffing in Maiduguri for easy access 4) Check on all entry documents received and ensure all clear before sharing with Abuja office for clearance 5) Check all original receipts for entry medicals and coordinate with supervisor before any reimbursement 6) Prepare all mail to be sent to Health Claims unit in Panama and Manila and keep records for future reference before sending to HR Abuja office 7) Keep records of stationery in and out of the office and order as and when needed for the HR office 8) Assist and coordinate all logistics related to any training that involves the HR department and ensure smooth running of the training. 9) Manage and keep track of all the production of Hourly Staff ID cards and Temporary ID cards for all IOM Staff; 10) Receive/ record/dispatch letters, mail and documents; maintain records and file copies of Travel Authorization (TA) and Reference letters; 11) Manage the office Notice Board; post announcements as directed by Human Resources Unit; screen newspapers/ publications for articles in relation to IOM and forward the information to the Supervisors. 12) Follow up with staff on the pending administrative documents for proper documentation 13) Perform any other duties as may be assigned by supervisor. 	
IV. REQUIRED QUALIFICATIONS AND EXPERIENCE	
EDUCATION	
<ul style="list-style-type: none"> • Diploma in Human Resources, Business Administration or any related field. 	
EXPERIENCE	
<ul style="list-style-type: none"> • At least 3 years work experience in busy HR office in a similar capacity. • Prior experience working in an IO/NGO is an added advantage. • Mature individual, able to work independently, paying attention to detail and meets deadlines • Demonstrated ability to maintain accuracy and confidentiality in performing responsibilities • Ability to work under pressure and with minimum supervision • Solid computer skills, including proficiency in MS Office package (Office, Excel, Power Point, Outlook), internet and Email. 	
V. LANGUAGES	
Required (specify the required knowledge)	Advantageous

English (Fluent)	Working knowledge of the local language
VI. COMPETENCIES¹	
<p>Values</p> <ul style="list-style-type: none"> • <u>Inclusion and respect for diversity</u>: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible. • <u>Integrity and transparency</u>: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct. • <u>Professionalism</u>: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges. <p>Core Competencies – behavioural indicators</p> <ul style="list-style-type: none"> • <u>Teamwork</u>: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results. • <u>Delivering results</u>: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes. • <u>Managing and sharing knowledge</u>: continuously seeks to learn, share knowledge and innovate. • <u>Accountability</u>: takes ownership for achieving the Organization’s priorities and assumes responsibility for own action and delegated work. • <u>Communication</u>: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way. 	
Notes²	
<p>Internals of the Organization and NMS candidates, as well as external female candidates, will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.</p> <p>The appointment is subject to funding confirmation.</p> <p>Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.</p>	

¹ Competencies should be drawn from the Competency Framework of the Organization.

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in the country of the duty station within commuting distance of the duty station will be considered.

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 on or before **3rd September 2019**

All applications should include a functional e-mail address and mobile phone number

Please note that only applications sent by email will be accepted and only shortlisted candidates will be contacted.

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.

Posting period: From 28.08.2019 to 03.09.2019