



IOM International Organization for Migration

## SHORT VACANCY NOTICE

### Open to Internal & External Candidates

Position	: <b>Project Administrative Assistant (CCCM)</b>
Organizational Unit	: <b>Camp Coordination Camp Management (CCCM)</b>
Duty Station	: <b>Maiduguri</b>
IOM Classification	: <b>G4</b>
Type of Appointment	: <b>Special Short-Term (SST) 6 months with possibility of extension</b>
SVN No.	: <b>SVN2019/14</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>11<sup>th</sup> February, 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 Emergency Coordinator (EC) and the direct supervision of the Project Officer- Camp and Displacement Management the incumbent will work within the Camp Coordination and Camp Management (CCCM) unit of IOM in Maiduguri Sub Office. The successful candidate will provide all administrative and support functions of the IOM CCCM programme in North East Nigeria. The incumbent will **Core Functions /**

#### **Responsibilities:**

1. Provide administrative and technical support to the overall CCCM projects, interventions and activities.
2. Carry out/follow up on timely preparation of the payroll for all CCCM hourly paid staff.
3. Review and verify all payments processed by the CCCM unit.
4. Daily updating of the budget tracking documents. Provide regular updates to the management on the financial status of all CCCM grants, as required.
5. Preparing and tracking all Purchase Request Forms (PRFs) for the CCCM unit.
6. Systematic filing of all CCCM programme documents and correspondences.
7. Minute taking during regular CCCM meetings.
8. Act as the CCCM unit focal point for liaising with other administrative units in IOM like Procurement, Finance, Transport and Human Resources.
9. Suggest improvements to strengthen existing internal controls in order to safeguard the unit's resources.
10. Assist in monitoring project expenditure and procurement under IOM rules and regulations.
11. Track all vehicle hire for field locations.
12. Assist in reviewing invoices presented for payment processing.
13. Assist in reconciling and reviewing grants earmarked for closure.
14. Preparation of airtime requests for all CCCM staff.
15. Keep track of all CCCM unit assets.

16. Support the Project Manager in monitoring staff welfare issues.
17. Travel to the field as and when required.
18. Perform such other duties as may be assigned.

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

- Business Administration, Finance/ Accounting degree or equivalent with two years of relevant experience;
- Postgraduate qualification in Business Administration is an added advantage.
- Previous experience in common services or a related function preferably with an international organization is an added advantage.
- Previous experience in working in project administrative functions in humanitarian organisation is an added advantage.

### **Languages**

English and Native Language like Hausa or other North-East Nigeria local 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 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 **Monday 11<sup>th</sup> February 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 **SVN2019.14 Maiduguri. Project Administrative Assistant (CCCM) G4**

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 29.01.2019 to 11.02.2019