



IOM International Organization for Migration

## SHORT VACANCY NOTICE

### Open to Internal & External Candidates

Position	: <b>Operations Assistant</b>
Organizational Unit	: <b>Humanitarian Hub</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>SVN2019/43</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>18<sup>th</sup> April, 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:**

Under the overall supervision of the Humanitarian Hubs Project Coordinator, the successful candidate will be responsible for logistics and coordination with external Units and directly supervises the Hub Warehouse Team leader, Admin Assistant and the Hub's Logistics Assistant. He/she will:

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

1. Prepare and monitor the progress of processing purchase requisitions submitted by the hubs and the accounts payable (payable to the vendors/suppliers etc.) of the humanitarian hub.
2. Coordinate with support units like procurement unit and finance unit to ensure that the goods and services needed by Red Roof and the field hubs are delivered on time according to the quality and timeliness required by the project.
3. Put in place proper inventory stocktaking and utilization procedures for all consumable supplies ordered and utilized by the hubs in its operation. Conduct random inspection and inventory count of the hubs stores to mitigate fraud and pilferage. Ensure that the hubs' stores properly monitor the expiration dates of items with expiration dates and fully utilize them before the set expiration period.
4. Ensure that Red Roof and the Field Hubs receive the supplies they need to operate the hubs in a timely manner.
5. Coordinate with the sub-office asset assistant and ensure that all hub assets are accounted for and their assignments are properly documented.
6. Coordinate with UNHAS and the SSU-Maiduguri for helicopter booking for Hub staff.
7. Coordinate with SSU-Maiduguri on the actual location and deployment of hubs hourly-paid staff location.
8. Train, guide and assist in coordinating and monitoring work of other staff.

9. Provide timely and constructive feedback to all direct reports (Warehouse Team Leader, Administrative Assistant, Hub Logistics Assistant) as and when required either formally or informally.
10. Be available, on call, 24 hours a day to resolve any urgent problems on emergencies.
11. Perform such other duties as may be required.

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

- Bachelor's Degree in Hotel or Hospitality Management or an equivalent with 2 years relevant working experience
- or High School Certificate in the above fields with 4 years relevant working experience.
- Professional experience in coordinating hotel operations,
- Experience in managing staff,
- Experience in regular quality control of suppliers/ vendors,
- Experience in managing resources and controlling operational cost,
- Report writing experience.

### **Languages**

Fluency in **English** and Native Language;

### ***Required Competencies***

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**

- 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 **Thursday 18<sup>th</sup> April 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 **SVN2019.43 Operations Assistant – 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 11.04.2019 to 18.04.2019