



IOM International Organization for Migration

## CALL FOR CV'S

Position : **Housekeeper**  
Organizational Unit : **Humanitarian Hub**  
Duty Station : **Maiduguri (Banki)**  
IOM Classification : **Hourly Tier Scale (NGN 1, 000 per hour worked)**  
Type of Appointment : **Special Short-Term (Hourly) Contract**  
SVN No. : **CFCV2019/89**  
Estimated Start Date : **As soon as possible**  
Closing Date : **17 July, 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 Humanitarian Hubs Project Coordinator and direct supervision of the Banki Field hub Supervisor, the successful candidate will be responsible for the provision of housekeeping services for Banki Field hub with specific emphasis to public areas and surroundings in accordance to the performance and quality level standards set by the humanitarian hubs management. He/she will perform the underlisted functions;

1. Be responsible for the cleanliness and upkeep of the assigned office, accommodation premises and common areas in the compound in accordance to the housekeeping service quality requirements of the humanitarian hubs. Cleaning tasks include but not limited to mopping of floors, dusting, polishing of floors, window washing, vacuuming and garbage.
2. Make up the beds in assigned rooms and replace towels according to the housekeeping standards of the humanitarian hubs.
3. Maintain adequate stocks of cleaning materials, toiletries and other consumables as required. Check stock levels of consumables and re-stock the toiletries and cleaning supplies as required.
4. Be responsible for the maintenance of the surrounding garden area; including landscaping, watering, fertilizing and maintenance of shrubs and trees as and when required.
5. Inspect status/conditions of plumbing and electrical installations and furniture pieces in the assigned rooms or common areas and report any observed concerns or damages to the Field Hub Supervisor.
6. Observe precautions required to protect hub and guest property, and report damage, theft, and found articles to supervisors.
7. Promptly report to the Field Hub Supervisor any concerns/requests from guests and immediately act on them according to the instructions.

8. Adhere strictly to rules regarding health and safety and observe the standard operating procedures of the humanitarian hubs in addressing them.
9. Perform any other duties as required by supervisors.

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

#### **Education:**

- Secondary School Education (minimum requirement)
- Any additional Certificate in relevant field will be an advantage.

#### **Experience:**

- Professional experience maintaining a clean and sanitary environment,
- Experience in the usage of variety of cleaning products and tools,
- Experience in health and safety regulations

#### **Languages**

Fluency in **English** and **Hausa / Kanuri**

### ***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**

- 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.

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 by **Wednesday, 17<sup>th</sup> July 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 **CFCV2019/89. Maiduguri (Banki) Housekeeper**.

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 03.07.2019 to 17.07.2019