



IOM International Organization for Migration

## SHORT VACANCY NOTICE

Position	: <b>Programme Administrative Assistant (Logistics Support)</b>
Organizational Unit	: <b>Reintegration and Reconciliation (RR)</b>
Duty Station	: <b>Abuja, Nigeria</b>
IOM Classification	: <b>G4</b>
Type of Appointment	: <b>Special Short Term (SST) 6 Months with possibility of extension</b>
SVN No.	: <b>SVN2022.154</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>Friday 18 November, 2022</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 Programme Manager and under the direct supervision of the RR Project Manager the successful candidate will be responsible for providing administrative and general office programme support for the implementation of the Reintegration and Reconciliation (RR) Programme in Nigeria.

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

1. Provide administrative support; prepare purchase requests, requests for payment and follow up all procurement processes.
2. Ensure proper documentation and filling of the project administrative and financial documents and data collection forms.
3. Maintain an inventory database and assist in monitoring and maintaining a tracking system for all procurement and logistics requests.
4. Prepare requisitions of all the supplies and activities, as assigned, ensuring accuracy in the specifications and timely delivery, collate procurement requests for approvals.
5. Coordinate with the Programme Manager and Resource Management Unit (RMU), to provide additional support on follow-up of project implementation including commitments and budget expenditure, and the program's financial analysis.
6. Monitor and track stock of office supplies and orders, request for replenishment when required.
7. Monitor office maintenance, supplies, organize repair of office equipment.
8. Prepare travel authorizations and arrangements in conjunction with meetings, workshops, conferences, track and prepare itinerary, prepare associated documentations, facilitate visa application for staff and consultants.
9. Support coordination of agendas of meetings, workshops, visits, study tours, and necessary logistics, etc.

10. Undertake duty travel when necessary.
11. Support the Project Manager on monitoring of budget expenditure, based on purchase request, and payment processes.
12. Support the organization of knowledge management activities, and sessions for the programme staff.
13. Assist, in all other administrative functions, as required.
14. Perform such other duties as may be assigned.

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

- Bachelor's degree from an accredited academic institution, Social Sciences/Humanities/Development Studies or related area; or an equivalent combination of Education, Training & Experience or a related field from an accredited academic institution with 2 years of relevant experience in Social Sciences/Humanities/Development Studies. Or High School Diploma in the above fields with 4 years of relevant working experience with specific focus in Social Sciences/Humanities/Development Studies.
- Experience in liaising with other national/international institutions, the UN and NGOs;
- Proficiency in MS Office suite (Excel, Word, Access, PowerPoint, SharePoint) and experience in working with databases and online applications.

Fluency in English and working knowledge of the local language.

### ***Required Competencies***

The incumbent is expected to demonstrate the following values and competencies:

#### **Values**

- Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain 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.

This is a national position and only candidates residing in the country of the duty station within commuting distance will be considered.

Appointment will be subject to certification that the candidate is medically fit for appointment.

***How to apply:***

Interested candidates are invited to submit their applications via email to **HRNIGERIA@iom.int** and to **the below link: <https://forms.office.com/r/zFbLarvt6h>** to complete the process indicating position number on subject line by **10<sup>th</sup> Thursday November 2022.**

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 **SVN2022.154 Abuja, Nigeria. Programme Administrative Assistant (Logistics Support) Reintegration and Reconciliation (RR) SST.**

All applications should include a functional email address, mobile numbers, and detailed curriculum vitae (CV).

**Note: Only shortlisted candidates will be contacted.** Failure to use the above **SVN** in your email subject will result to disqualification.

**NOTE: "IOM does not charge a fee or hire agents at any stage of its recruitment process (application, interview, training, visa or other fees). IOM is hiring candidates only through its Human Resources Unit".**

***Posting period:***

From **10.11.2022 to 18.11.2022**