

**SHORT VACANCY NOTICE**

**Open to Internal and External Candidates**

Position	: <b>Administrative Assistant (HR)</b>
Organizational Unit	: <b>Resource Management Unit</b>
Duty Station	: <b>Abuja</b>
IOM Classification	: <b>G4</b>
Type of Appointment	: <b>Special Short-Term (SST) 6 months with possibility of extension</b>
SVN No.	: <b>SVN2023.10</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>02 March 2023</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 work environment. Read more about diversity and inclusion at IOM at [www.iom.int/diversity](http://www.iom.int/diversity). Applications are welcome from first- and second-tier candidates, particularly qualified female candidates. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

**Context:**

Working under the overall guidance of the Senior Resource Management Officer (SRMO) and the direct supervision of the Human Resources Officer (HRO), the incumbent will be responsible and accountable for assisting the Human Resources Officer in the management of human resources in IOM Nigeria Office and its Sub Offices. In particular, he/she will undertake the below tasks: -

**Core Functions / Responsibilities:**

- Provide administrative support, logistics, airports pick up and drop-offs, hotel accommodations, halls for trainings, and materials for trainings.
- Welcoming new colleagues attaching the mandatory documents to newly recruited colleagues.
- Assist with the follow up of the Drivers' Annual Medical Examination process.
- Maintain the HR filing system and ensure all files are updated with the right documents and ensure safe custody of all the files. Undertake regular checks in all the staff personal files to ensure efficiency and effectiveness.
- Assist and coordinate all logistics related to any training that involves the HR department and ensure smooth running of the training.
- Maintain and update the HR files in the HR common folder with all updated General Instructions, General Bulletins, and any other HR related information updates.
- Process payments in relation to hotel accommodations for Drivers, International and National staffs, when due every month.
- Prepare interview administrative formalities such as invites, coordinating with panel members, conducting interviews, finalize scores and share with HR Officer for further processing.
- Perform any other related tasks as assigned.

**Required Qualifications and Experience**

**Education**

- Two years of relevant working experience with bachelor's degree in a relevant field.
- Chartered Institute of Administration membership is an added advantage.

### **Experience**

- Minimum of two (2) years progressive relevant experience - post NYSC.
- Experience working in a fast-paced environment.
- Strong administrative skills.
- Working experience in SAP is an added advantage.
- Familiarity with the UN common system or similar systems.
- Strong interpersonal and intercultural skills with proven ability to work effectively and harmoniously with a team of colleagues.
- Mature individual, able to work independently under pressure, able to maintain accuracy, paying attention to details, meeting deadlines and working with minimal supervision.
- Solid computer skills with proficiency in MS Office Suite (Office, Excel, SharePoint PowerPoint, Outlook).
- Experience of working with international humanitarian organizations, in a multi-cultural setting is an advantage.

### **Languages**

English Language is required (Oral and Written)

### **Desirable**

Working knowledge of the local language

### **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 2**

- 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**

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

Appointment will be subject to certification that the candidate is medically fit for appointment, confirmation of all documents, and security clearances.

The appointment is subject to funding confirmation.

Men 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, 2 March 2023** and fill this link: <https://forms.office.com/e/H78VF5xJA3>

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 **SVN2023.10 Abuja. Administrative Assistant (HR) 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 17.02.2023 to 02.03.2023**

***No Fees:***

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training, or other fee). IOM does not request any information related to bank accounts.