

## SHORT VACANCY NOTICE

### Open to Internal Candidates Only

Position	: <b>Junior Logistics Assistant (DTM)</b>
Organizational Unit	: <b>Displacement Tracking Matrix</b>
Duty Station	: <b>Maiduguri</b>
IOM Classification	: <b>G3</b>
Type of Appointment	: <b>Special Short-Term (SST) 6 months with the possibility of extension</b>
SVN No.	: <b>SVN2023.135</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>14 November 2023</b>

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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:**

Under the overall guidance of the Head of the Sub-Office in Maiduguri, the general supervision of the DTM Programme Officer, the supervision of the DTM Project Officer, and the direct supervision of the Field Office Assistant, the incumbent will be responsible for providing clerical support to assets management and logistics-related activities in DTM Unit.

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

1. Provide logistics support of services in the DTM Unit in accordance with the IOM's procurement policy and other related regulations and procedures.
2. Provide overall support, do e-filling and update the database's track record of all assets/DTM inventory.
3. Follow up on timely delivery of orders according to the project implementation timeline.
4. Follow up on purchase order status and inform the requester of the estimated delivery time or any changes that may affect or modify the pre-determined delivery condition.
5. Verify records according to the Vehicle/Generator Logbooks, Servicing/Maintenance records & Fuel Consumption on a weekly basis.
6. Provide weekly stock reports on consumable items and give due notice for their replacements in a timely manner.
7. Follow up with Field operation assistants (FOAs) to verify that items are shipped to the proper destination.
8. Support the Program Assistant in organizing training for the DTM Northeast/Northwest and Northcentral activities.

9. Ensure respect, promote individual and cultural differences, encourage diversity by maintaining high ethical standards, and act consistently with organizational principles/rules and standards of conduct.
10. Work in a composed, competent, and committed manner and exercise careful judgment in meeting day-to-day challenges, including the flexibility to be deployed or redeployed under short notice, where deemed necessary.
11. Perform such other duties as may be assigned.

**Education:**

- Certificate / Diploma / Degree in relevant field
- Minimum of one year for a university degree or three years for school diploma

**Experience & Skills:**

- Demonstrate ability to maintain confidentiality is mandatory.
- Experience of working in an emergency context with practical knowledge of locations within Borno, Yobe and Adamawa States.
- Strong communication and interpersonal skills, as well as strong strategic and creative thinking.
- Efficiency, flexibility, high level of professionalism and ability to work under pressure, in a volatile and fast-changing context, under minimal supervision;
- Ability to guide and supervise staff and coordinate administrative matters.
- Works effectively with local authorities, stakeholders, beneficiaries, and the broader community to advance country office or regional objectives.
- Demonstrated proficiency with Microsoft Office applications, including Excel, Access, PowerPoint, and basic SQL and Good knowledge of information technology and Mega Match Accelerator (MMA) is required
- NGOs or international organizations are an added advantage.

**Languages:**

***Required***

Fluency in English is required (Oral and Written)

***Desirable***

Hausa, Kanuri as well as other local languages;

**Required Competencies:**

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

**VALUES –**

- All IOM staff members must abide by and demonstrate these five values:
- Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- 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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

## Core Competencies – behavioural indicators

- **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 actions and delegated work.
- **Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.
- **Leadership:** Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization’s vision. Assists others to realize and develop their leadership and professional potential.
- **Empowering others:** Creates an enabling environment where staff can contribute their best and develop their potential.
- **Building Trust:** Promotes shared values and creates an atmosphere of trust and honesty.
- **Strategic thinking and vision:** Works strategically to realize the Organization’s goals and communicates a clear strategic direction.
- **Humility:** Leads with humility and shows openness to acknowledging own shortcomings.

### ***Other:***

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation. This is an International position, candidates residing in a country other than the duty station 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** indicating position number on subject line by **Tuesday, 14 November 2023** and follow this link:

<https://forms.office.com/e/zpY6afDKrY>

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: **SVN2023.135 Junior Logistics Assistant, Maiduguri**

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

**Please note that this position is open only to National applicants and only shortlisted candidates will be contacted.**

### ***Posting period:***

**From 1.11.2023 to 14.11.2023**

### ***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.**