



IOM International Organization for Migration

## **SHORT VACANCY NOTICE**

### **Open to Internal & External Candidates**

Position : **Administrative Assistant**  
Organizational Unit : **DTM**  
Duty Station : **Abuja**  
IOM Classification : **G4**  
Type of Appointment : **Special Short-Term (SST) 6 months with possibility of extension**  
SVN No. : **SVN2023.137**  
Estimated Start Date : **As soon as possible**  
Closing Date : **15 November 2023**

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:**

Working under the overall supervision of the DTM Programme Officer in Maiduguri and direct supervision of the DTM Senior Programme assistant, the successful candidate's primary role will be to provide administrative and general office programme support for the implementation of the Displacement Tracking Matrix project in Nigeria.

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

1. Provide administrative support to the field offices and prepare purchase requests, payrolls, and requests for payment.
2. Prepare requisitions of all the supplies and activities, as assigned, ensuring accuracy in the specifications and timely delivery, and collate procurement requests for approvals.
3. Ensure proper documentation and filling of the project administrative and financial documents and data collection forms.
4. Monitor and track stock of office supplies and orders and request replenishment when required.
5. Assist in follow-up on implementation of field missions, training, meetings, presentations, and conferences.
6. Prepare travel authorizations, security clearances, etc.
7. Draft Letters, training notes for files (NFF) and meeting reports.
8. Maintain an inventory database and assist in monitoring and maintaining a tracking system for all procurement and logistics requests.
9. Initiates reviews, processes, and follow-ups on actions related to the administration of the unit, including logistical notes, e.g., support to new staff, consultants, staff members on STA/TDY, training, etc., ensuring consistency in the application of IOM SOPs.
10. Support liaison with relevant governmental and non-governmental entities (NGOs), international organizations, and other relevant actors.
11. Support visibility and communication activities related to the project.
12. Exercise personal integrity and transparency in reviewing and vetting payment requests and bring up any observed issues

- that need the attention of the PM, and where needed, guide staff on payment and travel matters and keep them informed.
13. Work with the Senior Program Assistant to organize work activities, meet deadlines, and provide support where needed.
  14. Perform any other duties that might be assigned.

**Education:**

- Diploma / University degree in public and business administration, human resources management or other related fields or other related fields with two years of professional experience or
- High School Diploma with four years of related professional experience.

**Experience:**

- Minimum of one year experience in the humanitarian or development field
- Work experience in facilitation or mentoring activities relevant to the humanitarian or development field, especially camp management
- Work experience in displacement issues or camp management is an advantage.
- Work experience from an international organization is an advantage.
- Good writing, communication, and negotiation skills.
- Personal commitment, efficiency, flexibility, drive for results; capacity to work effectively and harmoniously within a team of colleagues from varied cultures and professional backgrounds.

**Languages:**

Fluency in English (oral and written) required,

**Desirable:**

Working knowledge of the local language in the Northeast.

**Skills:**

- Strong logistics skills related to the implementation of project activities.
- Good communication skills and proven ability to work in a team.
- High level of computer literacy (Word, Outlook, Excel, PowerPoint).
- Ability to independently carry out tasks.
- Ability to multi-task and prioritize required.
  - Ability to work effectively with government counterparts.
- Excellent attention to detail and ability to collect statistical information accurately and maintain records.
- Demonstrated ability to maintain detail, accuracy, and confidentiality.
- Ability to work effectively with different levels within and outside the organization and with colleagues from various cultural and professional backgrounds.

**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: 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.
- 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 *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.

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, 15 November 2023** and follow this link: <https://forms.office.com/e/CKpFv595RE>

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 **SVN2023.137. Abuja. Administrative 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 **02.11.2023 to 15.11.2023**

**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.