



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position : **Office Assistant**
Organizational Unit : **Migration Health Division**
Duty Station : **Abuja**
IOM Classification : **G3**
Type of Appointment : **Special Short-Term (SST) 6 months with possibility of extension**
SVN No. : **SVN2024.03**
Estimated Start Date : **As soon as possible**
Closing Date : **01 February 2024**

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. 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 supervision of the Chief Migration Health Officer and direct supervision of the assigned Senior Administrative Assistant, the successful candidate will be responsible for the following duties and responsibilities in relation to the Migration Health Assessment Centre (MHAC) in Abuja, Nigeria.

Core Functions / Responsibilities:

- Type, format, and draft routine correspondence; collate tables, reports, presentations, publications, and other documentation.
- Receive, screen and direct telephone calls and visitors; respond to routine internal and external enquiries and/or refer to appropriate contacts /units.
- Enter, retrieve, structure, and update selected information and data from various sources (e.g. Intra-/Internet, office files, etc.), present results in standard format.
- Set up and maintain office files and reference systems according to standard procedures.
- Initiate, view and track a variety of administrative transactions in the computerized financial / travel / human resources systems.
- Support the organization and administration of meetings, workshops, and events (e.g. arranging for meeting rooms and other facilities).
- Assist with arranging for travels: organize transport, logistics, accommodation, documents.
- Ensure availability of office supplies and appropriate maintenance of office equipment; and,
- Perform other duties as required.

Education:

- High school diploma with three years of relevant experience; or,
- Bachelor's degree in business administration or related fields from an accredited institution with one year of relevant professional experience.

Experience:

- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.
- Working with refugees/migrants in a medical setting is an advantage.
- Demonstrate accuracy in handling and reporting data.

Languages:

For all applicants, fluency in English and local language is required (oral and written).

Skills:

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook.
- Attention to detail, ability to organize paperwork in a methodical way.
- Discreet, details and clients-oriented, patient and willingness to learn new things; and,
- Communication skills

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 **Thursday, 01 February 2024** and follow this link: <https://forms.office.com/e/wWADYtzNaD>

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 **SVN2024.03.Abuja. Office Assistant (G3)**.

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 **19.01.2024 to 01.02.2024**

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.