



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position : **Administrative Assistant Supervisor**
Organizational Unit : **Migration Health Assessment Centre (MHAC)**
Duty Station : **Lagos**
IOM Classification : **G7**
Type of Appointment : **Special Short-Term (SST) 6 months with possibility of extension**
SVN No. : **SVN2023.123**
Estimated Start Date : **As soon as possible**
Closing Date : **07 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. 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 Chief of Mission and the direct supervision of the respective Migration Health Officer and the Resource Management Officer, the successful candidate will be responsible for the carrying out the following duties and responsibilities in relation to the Migration Health Assessment Centre (MHAC) in Lagos, Nigeria.

Core Functions / Responsibilities:

1. Assist with all relevant finance and administrative activities on daily basis including but not limited to (a) ensuring staff login when reporting and leaving work; (b) offices and examination rooms are clean at all times; (c) laundry services is done timely and clean gowns available in the examination rooms at all times; (d) remind staff and ensure timely reception of accurately completed monthly time sheets; (c) inform the Humana Resource Unit of any staff not reporting to work for reasons related to illness or family emergency.
2. Assist with all relevant financial activities on daily basis including but not limited to (a) Preparing relevant finance documents for payments and ensure relevant supporting documents are attached and correct WBS assigned;(b) verify payment receipts and confirm service fee paid is reflected in the respective IOM account; (c) record daily total service fee payments to the respective project codes in the IOM accounting system; (d) prepare, track and ensure invoices to the non IOM panel doctors are paid on time.
3. Verify all invoices and expense claims and ascertain that the equipment, supplies, or services they refer to are duly received or provided before payment is made.

4. Coordinate and ensure that mission wide various internal office administrative support procedures such as document tracking, filing, archiving and monthly reporting are implemented in the different MHAC's.
5. Coordinate and ensure that there is a systematic e-archiving system for medical files, blood test results and follow-ups in the different MHAC's.
6. Coordinate and ensure that the MHAC's are maintaining an orderly storage system for chest X-rays and keeping hard copies of medical documents as required (informed consent, radiologist's report, sputum smear results, pregnancy test results etc.).
7. Implement improvements to strengthen internal control mechanisms; adapt inputs for new procedures to complement or to improve existing instructions/standard operating procedures to achieve streamlined efficiencies.
8. With the Resource Management Officer (RMO) coordinate the issuance/renewal of staff contracts, leaves, attendance records maintenance, medical and insurance monitoring, and security issues. Act as main liaison between MHD and procurement, finance, and HR units for all related activities.
9. Coordinate and ensure that each MHAC is Maintaining proper inventory control mechanisms and are organizing timely, cost-effective, and appropriate procurement and storage of stationeries, IT equipment and consumables, hygiene products, medical supplies, and equipment, as needed for the MHAC.
10. Coordinate the acquisition, renovation, refurbishment, and regular maintenance of the MHAC facility.
11. Provide MHACs with Standard Operating Procedures (SOP's) in dealing with office's petty cash, providing best practice recommendations. Supervise and monitor each MHAC's reconciliation of service fees and bank statements.
12. Assure correctness of travel authorizations and advise on allowances for staff members leaving on duty travel.
13. In co-ordination with the RMO, participate in budget and expenditures monitoring, monthly and annual financial reporting. Collect relevant statistics and provide financial analysis, in coordination with the MHAC supervisor.
14. Support supervision of other support staff at MHAC including sub-contracted staff.
15. Perform such other duties as may be assigned.

Education:

- Bachelor's degree in Administration Management/ Medical Administration/ Business Administration/ Finance/ Accounting, Social Sciences or a related field from an accredited academic institution with at least five years of progressive relevant work experience.

Experience:

- Minimum of 5 years relevant professional experience, preferably in administrative support or similar roles.
- Working with refugees/migrants in a medical setting is an advantage.
- Previous working experience with NGOs or international organizations is an advantage.
- Demonstrated accuracy in handling and reporting data.
- Experience liaising with vendors, third party contractors et al.

Languages:

Fluency in English (oral and written) required, working knowledge of the local language.

Skills:

- Demonstrated ability to maintain confidentiality is mandatory.
- Demonstrated proficiency with Microsoft Office applications, including Excel, PowerPoint, Good knowledge of information technology and proficiency in Microsoft Office applications especially Excel, Word, PowerPoint, Publisher, and SharePoint.
- Good communication skills (Oral and Written).
- Demonstrated proficiency with Microsoft Office applications, including Excel, PowerPoint, Good knowledge of information technology and proficiency in Microsoft Office applications especially Excel, Word, PowerPoint, Publisher, and SharePoint.
- Ability to independently carry out tasks.
- Ability to multi-task and to prioritize required.

Required Competencies:

Values

- Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- 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 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 actions and delegated work.
- Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring, and motivational way.

Managerial Competencies

- 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 potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

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 **Tuesday, 7 November 2023** and follow this link: <https://forms.office.com/e/r6UsPznYu7>

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 **SVN2023.123 Administrative Assistant Supervisor G7 Lagos.**

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 **25.10.2023 to 07.11.2023**