



IOM International Organization for Migration

SHORT VACANCY NOTICE

Position	: National Administration & Finance Officer (Migration Health)
Organizational Unit	: Resource Management
Duty Station	: Abuja, Nigeria
IOM Classification	: NOA
Type of Appointment	: Special Short Term (SST) 6 Months with possibility of extension
SVN No.	: SVN2022.81
Estimated Start Date	: As soon as possible
Closing Date	: 14 July, 2022

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 environment. Internal candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the overall supervision of the Head of Resources Management Nigeria , and under the direct supervision of the Resources Management Officer in Abuja , the incumbent will provide , guidance, monitoring and coordination on the programs administrative management and on the management of resources at the IOM Migration Health Division (MHD) at IOM Nigeria ensuring sound administrative, technical program support, coordination as well as implementation of efficient and effective programme support services in accordance with IOM rules and regulations, and project implementation guidelines

Core Functions / Responsibilities:

In close coordination with the RMHAC, the incumbent will:

1. Assist the RMHAC in the administrative coordination of human resources, financial, budgetary, procurement, and logistics aspects of all migration health assessment projects in Nigeria in constant coordination with concerned Mission resource management and other support staff.
2. Monitor the financial status of all migration health assessment activities and projects in Nigeria, and regularly report on the same to RMO. Monitor regular financial reports. Assists in Preparing/revising budgets and PRISM project structures for ongoing and new migration health assessment projects. Report variances between budget and actual expenditures of MHD Nigeria. Review and consolidate budgets, narrative, service fees and reports for MHD Africa/Middle East prior to submission to MHD/HQ.
3. Respond timely to ad hoc requests for information, statistics, cost estimates and budgets. Review and suggest, through cost-benefit analysis, the fees for all migration health and laboratory services to be charged to resettlement partners and migrants for ongoing and new migration health assessment projects in Nigeria in coordination with concerned Missions in Africa/Middle East.

4. Ensure staff compliance to IOM general instructions on areas of administrative, finance, mobile mission logistics, procurement and security; verification and certification of service provider invoices; preparation and submission of donor invoices; coordination and follow up of procurement requests; provision of WBS for MHD staff and office cost allocation; use of external health service providers, medical suppliers and medical escorts; oversee and upkeep of the MHD mini-library, conference room, kitchen and visitor's waiting area in the IOM main office.
5. Assist in reviewing agreements and contracts with various service providers, medical suppliers and health partners in coordination with MHD/HQ, Legal Department, IOM Nigeria and/or concerned Missions in Africa/Middle East.
6. Review existing systems and procedures and, if necessary, recommend possible improvements to strengthen internal monitoring, evaluation and control systems and improve efficiency and effectiveness.
7. Review migration health promotion and emergency project proposal budgets in coordination with Migration Health Officials and RMO in IOM Nigeria.
8. Consult and coordinate closely with the Project Officer (Health Assessments worldwide) at MHD/HQ and MHD Financial Analysts based in MAC on migration health financial and administrative issues.
9. Perform any other related duties that may be assigned by the supervisor.

Required Qualifications and Experience

Completed Bachelors' degree or master's from accredited institutions in Accounting, Finance, Administration or in related field; or an equivalent, training & experience in Accounting, Finance, Administration.

- At least two years of relevant professional experience.
- Management and technical experience in refugee and migration assistance, particularly with the refugee resettlement programme required.
- Ability to prepare clear and concise reports, budgets as well as statistics and coordinate administrative activities.
- Computer literacy is required, good knowledge of MS office products, Knowledge in SAP Finance is an asset.

Fluency in English and working knowledge of the local language.

Required Competencies

The incumbent is expected to demonstrate the following values and 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.

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.

Managerial Competencies – behavioural indicators *level 2*

- 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: work strategically to realize the Organization's goals and communicates a clear strategic direction.

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

This is a national position and only candidates residing in the country of the duty station within commuting distance 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** and to **the below link: <https://forms.office.com/r/uw8zg1ydgJ> to complete the process** indicating position number on subject line by **14th Thursday July 2022**.

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 **SVN2022.81 Abuja, Nigeria. National Administration & Finance Officer (Migration Health) SST**.

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

Note: Only shortlisted candidates will be contacted. Failure to use the above **SVN** in your email subject will result to disqualification.

"IOM does not charge a fee or hire agents at any stage of its recruitment process (application, interview, training, visa or other fees). IOM is hiring candidates only through its Human Resources Unit".

Posting period:

From **01.07.2022 to 14.07.2022**