



SPECIAL VACANCY NOTICE

Open to Internal and External Candidates

Position Title : **Senior Project Administrative Assistant**
Vacancy Number : **SVN/IOMSO/026/2023**
Duty Station : **IOM Somalia in Mogadishu Somalia**
Classification : **General Service Category, Grade G6**
Type of Appointment : **Special Short Term, Six Months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **28 August, 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. Internal candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

The International Organization for Migration (IOM) is one of the major humanitarian and development actors in Somalia. IOM Shelter and Non-Food Items (S/NFI) program currently implements projects focused at in-kind distributions as well as Cash Based Interventions. The program also maintains the common supply pipeline for cluster partners.

Under the direct supervision of the Programme Coordinator (Shelter/NFI), the Senior Project Administrative Assistant will assist in implementing and monitoring all logistical, administrative and financial aspects of Shelter/NFI programme/project.

Core Functions / Responsibilities:

1. Serve as focal point and liaise with relevant units and staff in Somalia Office on logistical, administrative, and financial matters in support of Shelter/NFI Programme/Project activities and ensure that all procedures are coordinated within Mission.
2. Monitor that all commitments and expenditures, including cash transactions, are recorded into PRISM on time and regularly review these to ensure that all project costings are correctly charged to the correct budget lines and identify inconsistencies.
3. Update budget reports on monthly basis and assist the program manager in monitoring and tracking programme budget, expenditures and pipelines. Conduct internal control and notify the manager of any potential weaknesses.

4. Process and follow up on financial aspect of the programme/project, covering initial verifications of related documents/invoices, obtain necessary approval/clearance, initiate payment request to Finance unit, follow up on administrative actions, and follow-up that all relevant matters are timely and efficiently processed and paid.
5. Perform verification of invoices as per established organization process and approvals including all implementing partner's payments.
6. Keep track of operational needs of project (petty cash, cash advances) and coordinate with Finance Unit to ensure timely process.
7. Coordinate procurement and logistical arrangements of equipment/supplies/services for the program activities in coordination with relevant units and in compliance with IOM procedures. This includes: collecting/compiling necessary documentation for tenders (scope of works, specifications, request for quotations and checking); Follow up on the procurement process and documentations; Step by step from acquisition stage, system inputs, up to delivery of goods/services, and release of payment. Maintain coordination with and record-keeping of the service providers, their documents, contracts, renewal of contracts, and timely payment.
8. Set up and maintain internal database, filing system, store and manage data and information relevant to the scope of programme/project activities.
9. Monitor that consultants and CTG salaries are paid on time.
10. Assist manager in compiling and filing project documentations, including financial documents, donor reports, etc.
11. Assist in implementation of project/programme activities, including organizing meetings, workshops, training, conference, etc.
12. Disburse cash to entitled payees related to project activities, confirming that payment is made only against proper authorized documents/vouchers.
13. Verify that staff's Travel Authorization and Travel Expense Claims are correctly completed. Assist in other process related to project travels involving government and other counterparts, relating to Visa and other supports.
14. Assist to maintain records and tracking of project staff leave plan and attendance, including, if applicable, a log and file of Daily/Hourly contract personnel in the field and follow up on their timesheet and payments, and contract renewals, in coordination with HR Unit.
15. Perform any other general administrative duties assigned by the unit.

Required Qualifications and Experience

Education

- Bachelor's degree in Business Administration, Finance, Economy Management, Social Science, or a related field from an accredited academic institution with four years of relevant professional experience; or
- High School Degree in the above fields with minimum six years of relevant professional experience.

Experience

- Professional experience in financial administration, control procedures, and procurement process;
- Experience working in respective programme/project preferably at field level, in emergency and conflict environments;
- Effective coordination with project staff and other units within organization, implementing partners, and other relevant parties; Experience working with accounting and procurement system, an advantage;
- Experience in IOM administrative and financial management, budget monitoring, cash management and internal control procedures, an advantage;
- Experience working in an international organization and knowledge of the UN is essential.

Skills

- Good, communication, reporting and negotiation skills;
- Excellent monitoring skill; Managerial Skill; Organizational Skill; Accuracy;
- Ability to work with limited supervision
- Ability to multi-task and delivers on set objectives and timelines in hardship situations;
- Experience in the usage of office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and data analysis.

Languages

- For all applicants, fluency in English and Somali is required (oral and written).

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 *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 actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

Other

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

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

If you are interested, please submit your CV and Cover Letter via email with the subject of **position title and SVN number** to recruitmentsomalia@iom.int before the closing date.

No Fees: IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training, or other fee).

Posting period:

From 22.08.2023 to 28.08.2023

Only shortlisted applicants will be contacted.