



IOM International Organization for Migration
OIM Organisation internationale pour les migrations
OIM Organización Internacional para las Migraciones

SPECIAL VACANCY NOTICE

TERMS OF REFERENCE

I. POSITION INFORMATION	
SVN No:	SVN/IOMSO/055/2014
Position title	Administrative Assistant
Position grade	G-1/A Stipend Equivalent to US \$ 531.09 pm
Type of contract	Short Term under 3 rd Party Contract
Duty station	Afgoye, Somalia
Duration of Assignment	6 months
Job family:	Programs
Organizational unit:	Field Coordination Unit
Reporting directly to	Project Advisor
Overall supervision by	Field Officer
Managerial responsibility	NO
Directly reporting staff	None
II. ORGANIZATIONAL CONTEXT AND SCOPE	
The Transition Initiatives for Stabilization (TIS) program is funded by USAID and implemented by the International Organization for Migration (IOM). The overall program goal is to mitigate conflict, promote stability and community cohesion, and to strengthen citizens' relationships with government officials. TIS implements quick impact activities linked to longer-term stabilization goals. Under the overall supervision of the District Commissioner of Afgoye and the direct supervision and guidance of the Field Officer of the TIS program, the Administrative Assistant will provide, administrative, procurement, logistics and finance assistance support to the Project Assistant staff and the District Commissioner.	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
Administrative 1. Organize and maintain an up to date filing-system for all formal correspondence and other grant documents, as may be required; 2. Organize and maintain an up to date inventory (register) of the Project's fixed assets existing at the District Commissioner's office; 3. Procure and maintain an adequate stock of office supplies for the project; 4. Helping in organizing meetings , prepare agendas and taking minutes of the meeting; Procurement and logistics 1. Responsible for organizing and/or tracking the local procurement of goods and services/labour made in the field by the district for grant specific projects; 2. Coordinate local procurement with the TIS Shabelle Procurement Assistant; 3. Track and monitor local procurement of goods and services/labour, made by selected contractors or grant specific projects; 4. Ensure that all items procured under Afgoye grants are well documented; 5. Ensure an accurate and well-managed Assets Inventory record for the Project, in coordination with TIS Shabelle office;	



Finance

1. Review all the district payments request to certify the appropriate documents have been approved and the correct project budget line have been used, and in preparation for submission to the TIS Shabelle office;
2. Ensure that all grants payments related are paid on time by processing of all cash and bank transactions;
3. Prepare monthly financial report for review and reconciliation by main TIS Shabelle finance office for reconciliation purposes;
4. Maintain accounting spread sheets in accordance with the donor procedures;
5. Assist in monitoring expenditure in line with budgets and in line with coordination with the TIS Shabelle office;
6. Provision of accurate financial clearance of every sub-grant to enable the efficient close out completed grants;
7. Perform any other duties as may be assigned from time to time.

IV. COMPETENCIES

The incumbent is expected to demonstrate the following technical and behavioural competencies

Behavioural

a) Takes responsibility and manages constructive criticism; b) Works effectively with all clients and stakeholders. c) Promotes continuous learning, communicates clearly. d) Takes initiative and drives high levels of performance management. e) Plans work, and sets goals within area of responsibility. f) Displays mastery of subject matter. g) Contributes to a collegial team environment. h) Ability to work independently with minimum supervision. i) Ability to work effectively and harmoniously within a team from varied cultures and professional backgrounds. j) Proven ability to work independently with minimum supervision. k) Maintains confidentiality on sensitive issues/data.

Technical

1. Strong communication skills for both oral and written (English, and Somali);
2. Excellent analytical, planning and organization must be self-motivated to work with minimal supervision;
3. Demonstrated ability to work as part of a team and manage multiple tasks;
4. Strong leadership skills and the ability to resolve complex issues.

V. EDUCATION AND EXPERIENCE

1. Minimum of three (3) years' work experience in Administrative / Finance/ Procurement assistant functions;
2. Diploma in accounting / business administration; A Higher Diploma in Procurement or an equivalent combination of training and experience;
3. Thorough knowledge and understanding of government structures and current development planning in Middle Shabelle;
4. Demonstrated capacity to understand and analyse the national, regional, and local political context in Middle Shabelle, and especially Afgoye.



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VI. LANGUAGES

Required Fluent English and Somali

Method of Application: Interested candidates should submit CV and a cover letter Quoting the Vacancy Notice Number, with three professional references and contacts (email or telephone) to the:

International Organization for Migration (IOM)
Somalia Coordinating office in Nairobi
Human Resources Department,
Gitanga Groove, off Gitanga Road
P.O. Box 1810 - 00606
Nairobi

Or

Send by email to: recruitmentsomalia@iom.int

Closing Date: 31 July 2014

Note:

ONLY SHORT-LISTED APPLICANTS WILL BE CONTACTED
*Qualified applicants from **Afgoye** will be favorably considered:*