



SPECIAL VACANCY NOTICE

I. POSITION INFORMATION	
SVN No:	SVN/IOMSO/004/2015
Position title	Administrative Assistant - Kahda
Position grade	Ungraded Stipend Equivalent to US \$450pm
Type of contract	Short Term under 3 rd Party Contract
Duty station	Kahda, Somalia
Duration of Assignment	Until 30 th June 2015
Job family:	Programs
Organizational unit:	Field Coordination Unit
Subject to rotation	NO
Reporting directly to	District Staff Coordinator
Overall supervision by	Field Officer
Managerial responsibility	NO
Directly reporting staff	None
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>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.</p> <p>Under the overall guidance of the Mayor of Mogadishu, in direct collaboration with the District Commissioner of Kahda, and with the direct supervision and guidance of the TIS District Staff Coordinator, the Project Administrative Assistant will provide, administrative, procurement, logistics and finance Assistance support to the Project Assistant and the District Commissioner.</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<ol style="list-style-type: none">1. Organize and maintain an up to date filing-system for all formal correspondence, procured items 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 Mayor's office;3. Ensure expedite deliverance and follow-up on project documentation submitted for internal clearances within the main TIS regional office and District commissioner office;4. Procure and maintain an adequate stock of office supplies for the project;5. Helping in organizing meetings , prepare agendas and taking minutes of the meeting;6. 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. Coordinate local procurement with the TIS Regional office Procurement Assistant;7. Track and monitor local procurement of goods and services/labour, made by selected contractors or grant specific projects;8. Ensure an accurate and well-managed Assets Inventory record for the Project, in coordination with TIS Regional Office;9. 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 Regional office;10. Ensure that all grants payments related are paid on time by processing of all cash and bank transactions;11. Prepare monthly financial report for review and reconciliation by main TIS Regional finance office for reconciliation purposes;12. Maintain accounting spread sheets in accordance with the donor procedures;13. Assist in monitoring expenditure in line with budgets and in line with coordination with the TIS Regional office;14. Provision of accurate financial clearance of every sub-grant to enable the efficient close out completed grants;15. Perform any other duties as may be assigned from time to time.	



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

IV. COMPETENCIES
The incumbent is expected to demonstrate the following technical and behavioural competencies
Behavioural
a) Works effectively in high-pressure, rapidly changing environments, b) manages constructive criticism, c) works effectively with all clients and stakeholders d) Proactively develops new ways to resolve problems e) Establishes and maintains effective relationships with implementing partners, f) plans work, anticipates risks, and sets goals within area of responsibility, g) Seeks input and feedback from others, h) Persistent, calm, and polite in the face of challenges and stress, i) Clearly communicates, and listens to feedback on, changing priorities and procedures, k) works with internal and external stakeholders to meet resource needs of IOM.
Technical
a) Strong communication skills for both oral and written (English, and Somali); b) Excellent analytical, planning and organization must be self-motivated to work with minimal supervision; c) Demonstrated ability to work as part of a team and manage multiple tasks; d) Strong leadership skills and the ability to resolve complex issues.
V. EDUCATION AND EXPERIENCE
<ol style="list-style-type: none">1. Diploma in accounting / business administration; A Higher Diploma in Procurement or an equivalent combination of training and experience;2. Minimum of three (3) years' work experience in Administrative / Finance/ Procurement assistant functions3. Thorough knowledge, understanding of government structures and current development planning in Somalia;4. Demonstrated capacity to understand and analyse the national, regional, and local political context in Somalia, and especially Kahda;5. Previous experience with the Kahda local government is an advantage;
VI. LANGUAGES
Required Fluent English and Somali

Method of Application: Interested candidates should submit CV and a cover letter indicating 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: 29th January 2015

ONLY SHORT-LISTED APPLICANTS WILL BE CONTACTED

*Qualified applicants from **Kahda** will be favorably considered:*