



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones

VACANCY NOTICE

VN2010/06(RSA)

Position title:	Migration Health Project Assistant (Admin & Finance)
Post of duty:	International Organization for Migration (IOM), Regional Office for Southern Africa (based in Pretoria, South Africa)
Classification:	One year fixed term contract (renewable)
Start date:	ASAP
Grade:	G5

GENERAL FUNCTIONS

The Migration Health Project Assistant will be providing administrative and financial support to Migration Health Unit and will be reporting to the Regional Coordinator-Migration Health. He/she will work closely with the Migration Health members, as well as with relevant counterparts in the Administration and Finance Units of IOM Pretoria.

In particular his/her responsibilities will be:

1. Provide administrative, logistical and financial support to the Migration Health Unit staff, including, but not limited to:
 - Payment requests and follow ups;
 - Contracts and agreements with external partners and service providers; and
 - Coordinate procurement of equipment and other necessary items for the Unit, in close collaboration with the IOM Procurement Officer.
2. Provide on-the ground back up support to implementing partners including:
 - Site visits to review financial systems
 - Review of financial reports
 - Capacity building of partners to ensure compliance with IOM financial requirements
3. Responsible for the inventory of office equipment including verification and certification of coding of supplies, equipment and assets
4. Manage the unit's filing and archiving system, as well as inventory of material, in close collaboration with the Knowledge Management staff.
5. Monitor shipment, postal and freight procedures/documentation, national and international
6. Assist in staff and other officials' travel and accommodation arrangements, visa requirements and other correspondence with local Government and Heads of Missions
7. Coordinate and record all Unit internal meetings.
8. Perform any other tasks as required.

DESIRABLE QUALIFICATIONS:

- ❖ High School matriculation required, tertiary education preferred
- ❖ At least 3 years administrative office experience, financial experience preferred;
- ❖ Excellent organisation and administration skills;
- ❖ Strong writing and communication skills;
- ❖ Attention to detail;
- ❖ Ability to work well under pressure;
- ❖ Excellent inter-personal skills;
- ❖ Ability to work independently and as a team member;
- ❖ Excellent command of the English language; and
- ❖ Computer literacy, with proficiency in Microsoft Office.

METHOD OF APPLICATION:

If you believe to be qualified for this position please send your detailed CV to pretoriacvs@iom.int or fax to 012-342 0932 (HR Department). Please quote **reference VN2010/06 (RSA)_Migration Health Project Assistant-admin/finance**.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

CLOSING DATE FOR APPLICATIONS: 8 September 2010