



TERMS OF REFERENCE

I. POSITION INFORMATION	
SVN No:	SVN/IOMSO/033/2014
Position title	Project Administrative Assistant
Position grade	Ungraded Stipend Equivalent to US \$350pm
Type of contract	Short Term under 3 rd Party Contract
Duty station	Zeilac, Somaliland
Duration of Assignment	Until 30 th June 2014.
Job family:	Programs
Organizational unit:	Field Coordination Unit
Position rated	NO
Subject to rotation	NO
Reporting directly to	Senior Project Advisor
Overall supervision by	Deputy Program Manager - Programs
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 supervision of the Mayor of Zeilac and the direct supervision and guidance of the Senior Project Advisor of the TIS program, the Project Administrative Assistant will provide administrative, procurement, logistics and finance assistance support to the Project Assistant staff and the Mayor.</p>

III. RESPONSIBILITIES AND ACCOUNTABILITIES
<p><u>Administrative</u></p> <ol style="list-style-type: none"> 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 Mayor's office; 3. Ensure expedite deliverance and follow-up on project documentation submitted for internal clearances within the main Dan Guud 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; <p><u>Procurement and logistics</u></p> <ol style="list-style-type: none"> 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. Coordinate local procurement with the TIS Hargeisa Procurement Assistant; 2. Track and monitor local procurement of goods and services/labour, made by



- selected contractors or grant specific projects;
3. Ensure that all items procured under Zeilac grants are well documented;
4. Ensure an accurate and well-managed Assets Inventory record for the Project, in coordination with TIS Hargeisa 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 Hargeisa 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 Hargeisa 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 Hargeisa 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.

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

Behavioural

Accountability

- Creates a respectful office environment free of harassment and retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA);
- Accepts and gives constructive criticism;
- Follows all relevant procedures, processes, and policies;
- Meets deadline, cost, and quality requirements for outputs;
- Monitors own work to correct errors;
- Takes responsibility for meeting commitments and for any shortcomings;

Client Orientation

- Identifies the immediate and peripheral clients of own work;
- Establishes and maintains effective working relationships with clients;
- Identifies and monitors changes in the needs of clients, including donors, governments, and program beneficiaries;
- Keeps clients informed of developments and setbacks;

Continuous Learning

- Contributes to colleagues' learning;
- Demonstrates interest in improving relevant skills;
- Demonstrates interest in acquiring skills relevant to other functional areas;
- Keeps abreast of developments in own professional area;

Communication

- Actively shares relevant information;



- Clearly communicates, and listens to feedback on, changing priorities and
- Procedures;
Writes clearly and effectively, adapting wording and style to the intended audience;
- Listens effectively and communicates clearly, adapting delivery to the audience

Creativity and Initiative

- Actively seeks new ways of improving programmes or services;
- Expands responsibilities while maintaining existing ones;
- Persuades others to consider new ideas;
- Proactively develops new ways to resolve problems;

Leadership and Negotiation

- Convinces others to share resources;
- Actively identifies opportunities for and promotes organizational change;
- Presents goals as shared interests;
- Articulates vision to motivate colleagues and follows through with commitments;

Performance Management

- Provides constructive feedback to colleagues;
- Identifies ways for their staff to develop their abilities and careers;
- Provides fair, accurate, timely, and constructive staff evaluations;
- Uses staff evaluations appropriately in recruitment and other relevant HR Procedures;
- Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations;

Planning and Organizing

- Sets clear and achievable goals consistent with agreed priorities;
- Identifies priority activities and assignments for self and others;
- Organizes and documents work to allow for planned and unplanned handovers;
- Identifies risks and makes contingency plans;
- Adjusts priorities and plans to achieve goals;
- Allocates appropriate times and resources to complete tasks;

Professionalism

- Masters subject matter related to responsibilities;
- Identifies issues, opportunities, and risks central to responsibilities;
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation;
- Persistent, calm, and polite in the face of challenges and stress;
- Treats all colleagues with respect and dignity;
- Works effectively with people from different cultures by adapting to relevant cultural contexts;

Teamwork

- Actively contributes to an effective, collegial, and agreeable team environment;
- Contributes to, and follows team objectives;
- Gives credit where credit is due;
- Seeks input and feedback from others;
- Delegates tasks and responsibilities as appropriate;
- Actively supports and implements final group decisions;



- Takes joint responsibility for team's work;

Technological Awareness

- Learns about developments in available technology;
- Proactively identifies and advocates for cost-efficient technology solutions;
- Understands applicability and limitation of technology and seeks to apply it to appropriate work;

Resource Mobilization

- Establishes realistic resource requirements to meet the TIS Somaliland program needs;
- Builds stable strategic alliances with relevant parties;

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 Somaliland;
4. Demonstrated capacity to understand and analyse the national, regional, and local political context in Somaliland, and especially Zeilac;
5. Previous experience with the Zeilac 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



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

Or

Send by email to: recruitmentsomalia@iom.int

Closing date: 6th May 2014

ONLY SHORT-LISTED APPLICANTS WILL BE CONTACTED

Qualified applicants from Zeilac will be favorably considered: