



IOM International Organization for Migration

## Open to Internal and External Candidates

**Position Title** : Admin and Finance Assistant  
**Duty Station** : Iraq, Baghdad  
**Classification** : General Service Staff, Grade G5  
**Type of Appointment** : Special Short Term contract (SST)  
**Duration of Appointment** : Three (3) months with possibility of extension  
**Closing Date** : August 17, 2016  
**Reference Code** : SVN2017/IRQ/070

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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 environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

### **Context:**

Under the general guidance of the Chief of Mission, the overall supervision of Senior Resources Management Officer, the functional supervision of the Resources Management Officers and Administrative supervision of HoLP, The incumbent will be responsible for the following

### **Core Functions / Responsibilities:**

1. Verify invoices and documents submitted by suppliers and service providers;
2. Ensures all supporting documentation and signatures are obtained before finalizing vouchers.
3. After obtaining appropriate approvals, effect payments to suppliers and staff members;
4. Ensures all payments are paid on a timely manner;
5. Responsible for the preparation of monthly accounting reports and the attachment of supporting documents for the review and certification by RMO & Head of Office ;
6. Reconciles on a monthly basis all pending vendor accounts;
7. Ensures that the bank reconciliation of the various bank accounts and IOM accounts and databases is done in time and accurately;
8. According to the projectization process of IOM, distribute the office costs and verify staff costs;
9. Ensures files of all financial instructions/guidelines issued are maintained and appropriate internal controls are in place;
10. Assists with the maintenance of an effective banking system including preparing a monthly bank reconciliation;
11. Maintains a filing system for vouchers and all other financial documentation;
12. Maintains the Petty Cash account of the Office or Satellite Office.
13. Maintain Attendance records of national staff in the Office or Satellite Office.
14. Pay monthly payroll and Hazard pay for national staff as applicable.
15. Provide Daily Assistance to supervisor in ensuring proper internal controls of finance are in place.
16. Liaise with IOM Iraq program staff in the Office and satellite offices of Iraq in daily execution of the payments and increasing of efficiency of program implementation;

17. Coordinates all accounting issues with other colleagues in the Finance Department.
18. Monthly funding requests through Amman or Erbil Office.
19. Bring to the attention of the RMO any relevant financial and budgetary issues.
20. Suggest improvements to internal controls and streamlining/efficiencies;
21. Perform such other duties as may be assigned.

### ***Required Qualifications and Experience***

#### **Education**

- University degree in Finance, accounting or any related field with five years of experience within the same field or another international organization.
- Degree in Accounting/Finance, Economics or alternatively, an equivalent combination of relevant training and experience.

#### **Experience**

- Working experience in financial management, accounting and budgeting.
- Demonstrated proficiency with Microsoft Office applications, including Excel, PowerPoint, Good knowledge of information technology and proficiency in Microsoft Office applications especially Excel, Word, PowerPoint, Publisher, and SharePoint.
- Previous work experience in international organizations and companies would be an advantage.
- Prior experience maintaining websites using content management solutions would be an advantage.

#### **Languages**

Fluency in Arabic and English

### ***Required Competencies***

#### **Accountability**

- 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,
- 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

**Other**

Any offer made to the candidate in relation to this 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:**

Interested candidates are invited to submit their applications via a link:

<http://iomiraq.net/vacancies/admin-and-finance-assistant-1>

In order for an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

**Posting period:**

From 03.08.2017 to 17.08.2017