



IOM International Organization for Migration

Open to Internal and External Candidates

Position Title : **Finance Assistant**
Duty Station : **Iraq, Erbil**
Classification : **General Service Staff, G4**
Type of Appointment : **Special Short Term contract (SST)**
Duration of Appointment : **Six (6) months with possibility of extension**
Closing Date : **15th March, 2018**
Reference Code : **SVN2018/IRQ/005**

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 general guidance of the Chief of Mission (COM), The Overall guidance of Senior Resources Management Officer (SRMO) in Erbil, and direct supervision of RMO(s), the Finance assistant will perform the following duties

Core Functions / Responsibilities:

1. Assist in accurate financial tracking and record keeping of the daily projects financial activities.
2. Assist in maintaining financial reporting system for the ongoing projects so that project grant commitments and grant expenditures are tracked according to IOM standards.
3. Assist in processing grant administration (agreements, amendments and payments), track payments released to IOM implementing partners; certify and process all grant payment vouchers according to IOM procedures.
4. Maintain files and records for financial procedures and correspondences with program officers.
5. Liaise and work with program officers and program assistants to enhance project performance regarding administrative and financial matters.

6. Assist in following up on advances and settlements for payments issued while maintaining timely records and up to date entries.
7. Assist in reconciliation for funds vs. expenditures for proper fund closure and overall financial tracking/reporting.
8. Assist in reviewing final financial reports and correspondences with implementing partners' finance departments to ensure that all necessary documentation is provided in accordance with IOM financial reporting guidelines.
9. Perform other such related duties as may be assigned.

Required Qualifications and Experience

Education

- Secondary school diploma with 4 years experiences
- Desirable to have university studies in Business Administration, Finance and/or Accounting
Four years of relevant professional experience

Experience

- Effectively applies knowledge of relevant financial discipline
- Develops / follows internal control procedures to prevent fraud and mismanagement
- Ensures application of institutional financial policies and guidelines
- Flexibility, motivation and commitment with the job as well as to work in team
- Computer skills in Word, Excel and Access.

Languages

Fluency in Kurdish, English and Arabic

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, Governments and project beneficiaries

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

- Proactively develops new ways to resolve problems

Leadership and Negotiation

- Convinces others to share resources
- Presents goals as shared interests

Performance Management

- Provides constructive feedback to colleagues
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR Procedures

Planning and Organizing

- Sets clear and achievable goals consistent with agreed priorities for self

and others

- 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

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
- Knowledgeable about and promotes IOM core mandate and migration Solutions

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

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/finance-assistant-8>

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 01.03.2018 to 15.03.2018