



IOM International Organization for Migration

Open to Internal and External Candidates

Position Title : **Admin and Finance Assistant**
Duty Station : **Kirkuk – Iraq**
Organizational Unit : **Finance**
Classification : **General Service Staff, Grade G5**
Type of Appointment : **Special Short Term contract (SST)**
Duration of Appointment : **Six (6) months with possibility of extension**
Closing Date : **22nd May 2019**
Reference Code : **SVN2019/IRQ/112**

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. Applications from qualified female candidates are especially encouraged as well as the 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 (CoM), overall supervision of senior resources management officer (SRMO) , under administrative supervision of Head of Sub-Office (HoSO) in Kirkuk technical supervision of the RMOs in Erbil, the Admin and Finance Assistant is responsible for the following duties and responsibilities:

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 Hub;
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 Hub or Satellite Office.
13. Maintain Attendance records of national staff in HUB / Satellite Office.
14. Prepare monthly payroll and Hazard pay for national staff.
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 Hub 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 Dept.
18. Monthly funding requests through Amman Hub.
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 Competencies

The incumbent is expected to demonstrate the following values and competencies:

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators *level 1*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
 - Establishes strong relationships with colleagues and partners; relates well to people at all levels.
 - Is fully aware of the team purpose, respects and understands individual and collective responsibilities.
 - Willingly puts in extra effort without being asked and adopts a "hands-on" approach whenever necessary to achieve team objectives.
 - Coordinates own work with that of the team to meet agreed priorities and deadlines.

- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
 - Produces quality results and provides quality services to clients.
 - Meets goals and timelines for delivery of products or services.
 - Manages time and resources efficiently, monitoring progress and making adjustments as necessary.
 - Shows understanding of own role and responsibilities in relation to expected results.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
 - Keeps abreast of new developments in own field of competence and creates opportunities for knowledge management initiatives.
 - Shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
 - Puts new learning into practice and draws on diverse sources of ideas and inspiration.
 - Contributes to the identification of improvements to work processes and assists in implementing them
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
 - Accepts personal responsibility for quality and timeliness of work.
 - Takes ownership of all responsibilities within own role and honours commitments to others and to the Organization.
 - Operates in compliance with organizational regulations and rules.
 - Accepts and gives constructive criticism; acknowledges and corrects mistakes and apply lessons learned for improvement.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.
 - Presents information using language and sequence of ideas that is easy for recipients to understand.
 - Adapts communication to the recipient's needs, asks questions to clarify, and exhibits interest in having two-way communication.
 - Encourages others to share their views, using active listening to demonstrate openness and to build understanding of different perspectives.
 - Listens carefully and genuinely to the views and positions of others; acts on received information.

Required Qualifications and Experience

Education

- University degree, with 5 years of working experience,
- Degree in Accounting/Finance, Economics or alternatively, an equivalent combination of relevant training and experience.

Experience

- Working experience in financial management, accounting and budgeting.
- High level of computer literacy with specific proficiency in MS Excel.
- Experience in working in an international environment and in liaising with a variety of partners at all levels of the hierarchy.
- Excellent communication and negotiation skills. Ability to present clear and concise information.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds, ability to handle confidential matters
- Ability to meet deadlines and work under pressure.
- Good level of computer literacy, knowledge of SAP will be considered as an advantage.
- commitment, efficiency, flexibility, drive for results

Languages

- Fluency in Kurdish, English and Arabic.

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:

<https://iraq.iom.int/jobs/admin-and-finance-assistant>

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 15.05.2019 to 22.05.2019