



IOM International Organization for Migration

## SHORT VACANCY NOTICE

### OPEN TO INTERNAL CANDIDATES

Position : **SENIOR FINANCE ASSISTANT**  
Organizational Unit : **Resources Management (FINANCE)**  
Duty Station : **Lagos**  
IOM Classification : **G6**  
Type of Appointment : **Special Short Term (SST) Grade Equivalent (Renewable)**  
SVN No. : **SVN2017/113**  
Estimated Start Date : **As soon as possible**  
Closing Date : **3<sup>RD</sup> JANUARY 2018**

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 candidates are eligible to apply to this vacancy.

#### ***Context:***

Working under the overall supervision of the Resource Management Officer (RMO), Abuja and the direct supervision of the Head of Finance, Abuja and Head of Sub-Office, Lagos and in close coordination with EUTF Project Manager, the incumbent will:

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

- Prepare donor financial reports as required and based on donor reporting requirements, ensuring timely submission: monitor donor financial reporting requirements and deadlines for EUTF Funded Project.
- Monitor budget and bring to the attention of the supervisor any relevant financial and budgetary issues and suggest corrective actions.
- Under guidance from the RMO and in close coordination with the Procurement Assistant, lead the establishment and monitoring of suitable mechanisms to ensure smooth procurement and payment processing for the implementation of individual and community based reintegration activities in migrant areas of origin.
- Assist the programme managers in the preparation of budgets for new projects, in close coordination with the RMO
- Creation of project structures in PRISM for budget monitoring and financial reporting requirements.
- Review and record payment requests (RFPs) for validity of claims, completeness of supporting documentation and consistency of values
- Verify invoices and ascertain that the equipment, supplies or services they refer to were duly received or provided before proceeding with payment request;

- Ensure all supporting documentation and signatures are obtained before finalizing payments
- Assist in managing financial resources through planning, guiding, monitoring and controlling of the resources in accordance with IOM and donor rules and regulations.
- Verify SAP documents processed by IOM Lagos to ensure that financial transactions are properly recorded
- Oversee physical inventory of assets in Lagos sub-office in coordination with the procurement assistant and ensure that accurate inventory list is properly maintained
- Ensure financial records are maintained in compliance with accepted policies and guidelines and maintain appropriate financial filing system.
- Ensure that all finance activities are performed in accordance with the IOM Financial, Procurement and Accounting Regulations.
- Analyse financial information to recommend efficient use of resources and procedures, provide strategic recommendations and maintain solutions to operational and financial problems.
- Suggest improvements to internal controls to improve operational efficiencies.
- Maintain files of all financial instructions/guidelines issued as reference for completion of work assignments.
- Perform such other duties as may be assigned.

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

- Degree / Certificate in related field; or an equivalent combination of education, training & experience;
- Minimum Four Years (Two Years for Degree Holders) in related field, preferably within the International Humanitarian Field; Demonstrated ability to maintain confidentiality is mandatory;
- Proactive; Independent Worker; A great team player; Fast Learner; IT Literate; Interpersonal Skills; Administrative & Time Management Skills; Financial Acumen; Conflict Resolution Skills are advantageous;

### **Languages**

Fluency in **English** and Native Language; Fluency in all languages advantageous;

### ***Required Competencies***

#### **Behavioural**

The incumbent is expected to demonstrate the following competencies:

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.

#### ***Other***

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Only candidates residing in the country of the duty station within commuting distance of the duty station will be considered.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

Women with the above qualifications are encouraged to apply.

***How to apply:***

Interested INTERNAL candidates are invited to submit their applications via email to **HRNIGERIA@iom.int** indicating position applied on subject line **by Wednesday 3<sup>rd</sup> January, 2018**

In order for the applications to be considered valid, IOM only accepts applications with a cover letter not more than one page specifying the motivation for application, addressed to **Human Resources, International Organization for Migration (IOM)** and with a subject line **SVN2017/113 Lagos. Senior Finance Assistant**

All applications should include a functional email address, mobile numbers and detailed curriculum vitae (CV).

**Please note that this position is open only to Nigerian National applicants and only shortlisted candidates will be contacted.**

***Posting period:***

From 21.12.2017 to 03.01.2018