



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position	: ADMINISTRATIVE & FINANCE ASSISTANT
Organizational Unit	: Resource Management
Duty Station	: Yola
IOM Classification	: Special Short Term (SST) Grade equivalent, G4
Type of Appointment	: Contract Basis (Renewable)
SVN No.	: SVN2018/13
Estimated Start Date	: As soon as possible
Closing Date	: 05 April, 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 & External candidates are eligible to apply to this vacancy. For the vacancy, internal candidates are considered as first-tier candidates.

Context:

Working under the overall supervision of the Chief of Mission and the direct supervision of the Resource Management Officer (RMO) and Head of Sub-office, in close coordination with all the RM and Programme Units, the incumbent will:

Core Functions / Responsibilities:

1. Receive invoices and payment requests and verify that transactions comply with IOM policies and procedures;
2. Ensure that the financial transactions are recorded in accordance with the organization accounting system and procedures;
3. Verify and ensure that all Travel Authorizations processed in the mission are in accordance with the applicable IOM policy;
4. Assist in monitoring open commitments and clearing of mission vendor accounts; follow up with responsible Units on clearance of outstanding payables;
5. Process personal deductions for staff in the accounting system;
6. Maintain accurate records of entries in the accounting system for the assigned roles;
7. Assist in reporting regularly on the Financial and Human Resources situation of the field office
8. Assist in the analysis of expenditures and variations within projects. Bring to the attention of the supervisor any relevant financial and budgetary issues on an ongoing basis;
9. Liaise with the IOM Nigeria RM Units with regard to the financial and administrative activities.
10. Maintain the Sub Office's Petty Cash. Process cash approved payments as required; ensure all payments are filed, maintained and archived as required. Including Danger Pay and other specific payments are carried out in line with IOM procedures;
11. Perform other duties as may be assigned.

Required Qualifications and Experience

- University 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 advantageous;

Languages

Fluency in **English**; Fluency in multiple native 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
- Leadership and Negotiation - develops effective partnerships with internal and external stakeholders;
- 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.
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM (optional depending on position level)

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 candidates are invited to submit their applications via email to **HRNIGERIA@iom.int** indicating position applied on subject line by **Thursday 5th April 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 **SVN2018/13 Yola. Administrative & Finance Assistant G4.**

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 23.03.2018 to 05.04.2018