



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Candidates

Position : **NATIONAL FINANCE OFFICER (NOA)**
Organizational Unit : **Resource Management**
Duty Station : **Abuja**
IOM Classification : **NOA**
Type of Appointment : **Special Short Term (SST) Grade Equivalent Contract (Renewable)**
SVN No. : **SVN2018/94**
Estimated Start Date : **As soon as possible**
Closing Date : **23rd September, 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. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the overall supervision of the Chief of Mission and direct supervision of the Resource Management Officer (RMO), the successful candidate will ensure compliance with IOM and donor regulations and established procedures and assist the Resource Management Officer in the financial monitoring and reporting. He/she will:

Core Functions / Responsibilities:

1. Assist the Resource Management Officer in managing the financial resources of the project through planning, monitoring and controlling of the resources in accordance with IOM rules and regulations.
2. Review purchase and payment requests, ensuring validity of claims, completeness of supporting documentation and consistency of values; ensure the request is within the budget.
3. Participate in planning/budget revisions for projects, office, and distribution of common cost during projectization.
4. Prepare internal and donor financial reports in accordance with IOM regulations and established procedures, and in compliance with donors' requirements.
5. Forecast cash flows according to activities in the Project and ensure daily control of funds disbursed; ensure funding is received in accordance with the donor agreement.
6. Monitor budget control and analyze variances between the project budget and actual expenditures.
7. Assist in preparation of annual budget in coordination with RMO, COM, and Programme Managers.
8. Make recommendations on procedural improvements and train project staff in the relevant areas of administration and finance. Facilitate knowledge building and sharing in IOM's policies and procedures.
9. Suggest and monitor adherence to appropriate internal controls to safeguard the Organization's assets, control cash and prevent fraud.
10. Undertake quality control checks on the monthly accounts, ensure that debtor/creditor accounts are cleared in a timely manner and review all other outstanding financial matters with banks and suppliers.

11. Liaise with other internal functional units of the Mission, as well as banking, donors and government counterparts and other stakeholders as required in the performance of the accounting function.
12. Monitor period end closing of accounts
13. Perform any other duties that the supervisor may assign.

Required Qualifications and Experience

1. Master's degree from an accredited academic institution, preferably in Finance, Accounting or Business Administration or Bachelor's degree in the above fields with a minimum of two years professional experience in financial management, accounting and budgeting preferably in an international organization with multiple fund management.
2. A professional qualification such as CPA, CA, CIMA or ACCA a distinct advantage
3. Experience with internal control assessment, internal audit and/or external audit
4. Knowledge and experience in using SAP or ERP equivalent system
5. Knowledge on IPSAS
6. Experience in using computerized HR and accounting system
7. Effectively applies knowledge of relevant financial discipline.
8. Ability to develop/follow internal control procedures to prevent fraud and mismanagement.
9. Ability to apply institutional financial policies and guidelines.
10. Able to Advocate incorporation of financial considerations into processes and procedures.
11. Should have an understanding of international and donor accounting standards.
12. Deep understanding of financial administration and reconciliation systems.
13. Good analytical skills for financial data, strong sense of details and accuracy

Languages

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

Required Competencies

The incumbent is expected to demonstrate the following competencies:

Value:

Inclusion & respect for diversity

- Shows respect and sensitivity towards gender, culture, ethnicity, religion, sexual orientation, political conviction and other differences.
- Encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people with different backgrounds and orientations.
- Promotes the benefits of diversity; values diverse points of view and demonstrate this in daily work and decision making.
- Challenges prejudice, biases and intolerance in the workplace.

Integrity & transparency

- Upholds and promotes the Standards of Conduct and Unified Staff Regulations and Rules.
- Delivers on commitments; manages the organization's resources reliably and sustainably.
- Embraces and encourages transparency, balancing this with the need for discretion and confidentiality as appropriate.
- Maintains impartiality and takes prompt action in cases of unprofessional or unethical behaviour.
- Does not abuse one's position and acts without consideration of personal gain. Is motivated by professional rather than personal concerns.

Professionalism

- Demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.
- Seeks to raise professional standards in self and others through daily work and activities.
- Adapts quickly to change and is decisive and versatile in face of uncertainty.
- Shows self-control and persistence when faced with difficult problems, and remains calm in stressful situations.

- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

Core competencies:

Teamwork

- Fosters a sense of team spirit by developing a shared understanding, accountability and enthusiasm for the team's work.
- Displays a high level of cultural awareness, sensitivity to different ways of working and leverages individual strengths in order to build a better team.
- Shares credit for team accomplishments and ensures that the contribution of others is recognized.
- Helps create a positive team spirit, putting aside personal considerations to help the team achieve its goals.

Delivering results

- Produces high-quality results and workable solutions that meet clients' needs.
- Anticipates constraints, identifies solutions and takes responsibility for addressing critical situations.
- Monitors own and others' work in a systematic and effective way, ensuring required resources and outputs.
- Aligns projects with Organization's mission and objectives and demonstrates a good understanding of the impact of team's and own work on external and internal counterparts.

Managing and sharing knowledge

- Disseminates and shares knowledge openly and actively contributes to knowledge/network communities for topics relevant to area of expertise.
- Encourages knowledge-sharing across units/departments and ensures that knowledge is captured, recorded and disseminated appropriately.
- Builds networks for the effective communication and exchange of knowledge and ideas and puts others into contact with various sources of knowledge.
- Contributes to an environment that is conducive to innovation and learning.

Accountability

- Proactively seeks responsibility in delivering towards the goals of the Organization.
- Plans and organizes work with a clear and deliberate focus, ensuring commitments are easily identified and progress is widely communicated.
- Stands by the actions of team or department, publicly accepting ownership.
- Takes responsibility of own shortcomings and those of the work unit, where applicable.

Communication

- Speaks and writes clearly and effectively.
- Seeks to share information with others, with due respect for diversity and the confidentiality of specific sensitive information.
- Listens and seeks to understand without bias, and responds appropriately.
- Shares information and keeps others up to date; actively seeks others' views and ideas and respects their contribution.

Managerial competencies:

Leadership

- Assigns responsibilities fairly and manages performance, taking account of individual strengths, workloads and interests.
- Is inclusive in decision-making and actively seeks feedback from team members and colleagues in order to identify opportunities for improvement.
- Takes sound and timely managerial decisions that are consistent with the Organization's vision and purpose.
- Establishes and maintains relationships with a broad range of stakeholders to understand needs and gain support.

Empowering others & building trust

- Delegates appropriately to make the most of others' talents, clarifying expectations and allowing autonomy in important areas while providing necessary support.

- Encourages others to take responsibility for their performance; promotes ownership, responsibility and accountability for desired results at all levels.
- Creates an atmosphere of trust and confidence in which others can talk and act without fear of repercussion.
- Gives proper credit to others, shows appreciation and rewards achievement and effort.

Strategic thinking & vision

- Aligns own actions to the Organization's vision, values and mandate.
- Translates strategic direction into short and medium-term plans and objectives for own team; revises objectives to reflect changes in organizational goals.
- Identifies key issues/priorities in complex situations and how they may be related to one another.
- Clearly communicates links between the Organization's strategy and the work unit's goals.

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 **Sunday 23rd September 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 **SVN2018.94 Abuja. National Finance Officer (NOA)**

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 17.09.2018 to 23.09.2018