



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position : **Junior Finance Assistant (Cashier)**
Organizational Unit : **Resource Management**
Duty Station : **Maiduguri**
IOM Classification : **G3**
Type of Appointment : **Special Short Term (SST) Grade Equivalent Contract (Renewable)**
SVN No. : **SVN2018/97**
Estimated Start Date : **As soon as possible**
Closing Date : **11th October, 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:

Working under the overall guidance the Resource Management Officer and the direct supervision of the Admin/Finance Assistant, the incumbent will assist in all the required administrative and financial activities of the mission. s/he will carry out the following duties and responsibilities:

Core Functions / Responsibilities:

1. Assist with day to day finance activities;
2. Daily management, collection, receipting and custody of all cash payments made at the Humanitarian Hub
3. Prepare finance documents for banking and ensure relevant supporting documents are attached;
4. Maintain a proper filing system of all cash received, banked and all other relevant financial documents;
5. Ensure all supporting documentation and signatures are obtained before finalizing vouchers;
6. Bring to the attention of the supervisor any relevant financial, and administrative issues;
7. Daily management of petty cash in the Hubs;
8. Perform any other duties as may be assigned.

Required Qualifications and Experience

- Degree/Diploma or its equivalent from an accredited academic institution in Business or Public Administration, Accounting, Finance, Economics, University Degree a distinct advantage; or an equivalent combination of education, training & experience;
- Minimum Three Years (One Year for Degree Holders) in related field; preferably within the United Nations or the International Humanitarian Field
- Demonstrated ability to maintain confidentiality; Proactive; Independent Worker; A great team player; Fast Learner; IT Literate; Interpersonal Skills; Administrative & Time Management Skills; SAP knowledge is an added advantage

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

- 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

Delivering results

- 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

- 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

- 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

- 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.

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 11th October 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 **SVN2018.97 Maiduguri. Junior Finance Assistant (Cashier) G3**

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 28.09.2018 to 11.10.2018