



IOM International Organization for Migration

## SHORT VACANCY NOTICE

### Open to Internal & External Candidates

Position	:	<b>JUNIOR FINANCE ASSISTANT</b>
Organizational Unit	:	<b>Resource Management (Finance)</b>
Duty Station	:	<b>Abuja</b>
IOM Classification	:	<b>G3</b>
Type of Appointment	:	<b>Special Short-Term (SST) Grade Equivalent Contract (Renewable)</b>
SVN No.	:	<b>SVN2019/17</b>
Estimated Start Date	:	<b>As soon as possible</b>
Closing Date	:	<b>03 March, 2019</b>

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 supervision of the Resource Management Officer and the direct supervision of the Finance Analyst in close coordination with the Finance Team, the staff will;

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

1. Assist with the Archiving and ensuring filing system is efficient and effective
2. Ensure filing is up to date and done serially in the store.
3. Retrieving of Finance documents within the Finance Unit.
4. Assist in coordinating record keeping of all relevant Finance documents to ensure that the unit's specific documents are accurate and up-to-date;
5. Assist in Carrying out financial transactions
6. Distributing cheques for pickup, mailing or depositing;
7. Assisting audit preparation for interim and year-end.
8. Maintaining safe processing of all finance related records, i.e. photocopying, mailing
9. Performing such other duties as may be assigned.

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

- Degree from an accredited academic institution, in a field of study related to Finance, Business Administration, Management and any other Social Science Related Courses;
- or the equivalent combination of work experience in a related area. Knowledge of Finance
- Minimum Three Years (One Year for Degree Holders) in related field; preferably within the United Nations or the International Humanitarian Field;
- Demonstrated knowledge of project formulation, administration and evaluation techniques and practices;
- Demonstrated ability to maintain confidentiality; Proactive; Independent Worker; A great team player; Fast Learner; IT Literate; Interpersonal Skills; Administrative & Time Management Skills; Financial Acumen Advantagous;

## **Languages**

Fluency in **English** and Native Language; Fluency in multiple local dialects advantageous;

## ***Required Competencies***

### **Behavioural**

The incumbent is expected to demonstrate the following 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 –**

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way

### ***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 3<sup>rd</sup> March 2019**

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 **SVN2019.17 Abuja. Junior Finance Assistant, 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 18.02.2019 to 03.03.2019