



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position : **Finance Assistant (2 positions)**
Organizational Unit : **Resource Management Unit**
Duty Station : **Lagos**
IOM Classification : **G4**
Type of Appointment : **Special Short-Term (SST) 6 months with possibility of extension**
SVN No. : **SVN2023.60**
Estimated Start Date : **As soon as possible**
Closing Date : **21 May 2023**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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 work environment. Read more about diversity and inclusion at IOM at www.iom.int/diversity. Applications are welcome from first- and second-tier candidates, particularly qualified female candidates. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

Context:

Nigeria continues to experience high internal and external migration due to the size of its population, economic climate, as well as its porous borders. The Government of Nigeria has continued to give more attention to migration management as is evidenced by the additional responsibilities given to the National Commission for Refugees (NCFR) in 2009 to oversee issues relating to migration and IDPs, ongoing dialogue with the European Union, the planned projects under the 10th National European Union Development Fund (EDF) and the recent appointment of a Senior Special Assistant to the President on Diaspora Affairs.

Since 2002, based on a Cooperation Agreement, IOM has been supporting the efforts of the Government of Nigeria to manage migration through capacity-building, advisory services, and technical assistance on migration matters, including migration health and information, assisted voluntary returns, and counter-trafficking. Strong collaboration has been established with national migration stakeholders in order to enhance border management, fight trafficking in persons, reduce irregular migration, and mainstream migration in the country's development plans.

Working under the overall supervision of the Resource Management Officer and under the direct supervision of the Senior Finance Assistant, the candidate will carry out the following responsibilities:

Core Functions / Responsibilities:

1. Assist with day-to-day finance activities.

Treasury:

- Support in timely review of cash position for local accounts to ensure sufficient funds on hand for disbursements.
- Enter payments, receipts and non-cash vouchers in SAP accounting system.
- Ensure all supporting documentation and signatures are obtained before finalizing vouchers.
- Maintain the Petty Cash account of the Mission.
- Support the Head of Finance to maintain appropriate internal controls to safeguard the assets, control cash and prevent fraud.
- Support with the maintenance of an effective banking system in the mission including the sub-offices.
- Primary contact with the local bank management in Lagos and the sub-offices on routine operational matters including negotiation of exchange rate on currency conversion.
- Participate in preparation of funding requests for the mission and ensure that sufficient funds are available locally.

2. General

- Prepare monthly accounting returns package to be sent to HQ & regional offices.
 - Recommend improvements to internal controls to improve operational efficiencies.
 - Maintains appropriate financial filing system.
 - Maintain files of all financial instructions/guidelines issued as reference for completion of work assignments.
3. Collate Request for Payment (RFP) and other finance documents sent from sub-offices for further processing
 4. Prepare basic finance documents for payments and ensure relevant supporting documents are attached.
 5. Verify invoices and expense claims, and ascertain that the equipment, supplies, or services they refer to are duly received or provided before payment is made.
 6. Maintain a proper filing system of all approved vouchers and relevant financial documents.
 7. Ensure all supporting documentation and signatures are obtained before finalizing vouchers.
 8. Bring to the attention of the supervisor any relevant financial, budgetary, and administrative issues.
 9. Perform such other duties as may be assigned Coordinate with other colleagues involved in the verification of daily payment and come with a consolidated report of daily payment verification at the end of each day's payment verification exercise.
 10. Attend to other responsibilities that may be assigned within the unit.

Education:

- University Degree/Certificate in Accounting, Finance, Economics, Business Administration, or other related discipline

Experience:

- Minimum of two (2) years, relevant progressive experience post-NYSC.
- Good knowledge of basic accounting: revenue recognition, historical cost principle, cash and accrual accounting,

bank reconciliation.

- Good knowledge of archiving and document management system is an advantage.
- Demonstrated proficiency in Microsoft Office applications especially Excel, Word, and SharePoint.
- Proven ability to establish and maintain strong working relationship with people.
- Previous work experience in international organizations and companies would be an advantage, preferably within the United Nations or within the international humanitarian.
- Experience of working with international humanitarian organizations, in a multi-cultural setting is an advantage.

Languages:

Fluency in English (oral and written) required, working knowledge of the local language.

Skills:

- Experience with another international organization and knowledge of SAP is an advantage.
- Excellent communication and negotiation skills.
- Ability to present clear and concise information.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.
- Ability to meet deadlines and work under pressure.
- Good level of computer literacy; personal commitment, efficiency, flexibility, drive for results.

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: maintain 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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected, and fairly treated.

Core Competencies – behavioural indicators *level 2*

- 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

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

Appointment will be subject to certification that the candidate is medically fit for appointment, confirmation of all documents, 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, 21 May 2023** and follow this link: <https://forms.office.com/e/4UqD5Jc6L8>

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 **SVN2023.60 Finance Assistant Lagos**.

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 **08.05.2023 to 21.05.2023**