



IOM International Organization for Migration

### **SHORT VACANCY NOTICE**

#### **Open to Internal Candidates Only**

Position : **Junior Admin & Finance Assistant (5 positions)**  
Organizational Unit : **Resource Management**  
Duty Station : **Lagos**  
IOM Classification : **G3**  
Type of Appointment : **Special Short-Term (SST) 6 months with possibility**  
SVN No. : **SVN2024.02**  
Estimated Start Date : **As soon as possible**  
Closing Date : **30 January 2024**

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](http://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:***

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 in verifying payment made by MHAC clients into IOM designated bank account for medical services by comparing the payment proof presented by clients with IOM bank statement, having confirmed that such deposits or transfers are reflected in IOM bank statement.
2. 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.
3. Work closely with the Finance focal person to reconcile daily revenue, ensuring that daily revenue data are transferred to the GHAP Revenue tool.
4. Bring to the attention of the Finance focal person, issues resulting from interfacing with MHAC clients on payment verification and other related tasks for immediate action.
5. Assist with the organization of financial documents for filing on a foregoing basis, while working with other colleagues within the unit.
6. Assist in maintaining efficient filing system to make updating and retrieving of documents/files easier.
7. Scan all available documents and coordinate with the e-filing focal person on how and where they should be classified or archived.

8. Assist in finding and retrieving documents or information from files in response to requests from authorized users.
9. Track documents removed from files to ensure that documents taken from the files are returned.
10. Attend to other related responsibilities that may be assigned within the unit.

***Education:***

First Degree in Accounting, Business Administration or related field with at a minimum of one year relevant experience.

***Experience:***

- 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.

***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 **Tuesday, 30 January 2024** and also fill this link: <https://forms.office.com/e/eQg9qDn5Mn>

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 **SVN2024.02 Junior Admin & 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 **17.01.2024 to 30.01.2024**