



IOM International Organization for Migration

SHORT VACANCY NOTICE

Position : **Finance Assistant**
Organizational Unit : **Resource Management**
Duty Station : **Maiduguri**
IOM Classification : **G4**
Type of Appointment : **Special Short-Term (SST) 6 months with possibility of extension**
SVN No. : **SVN2020.068**
Estimated Start Date : **As soon as possible**
Closing Date : **22 October, 2020**

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 Head of Sub office in Maiduguri and the direct supervision of the Resource Management Officer (RMO), the successful candidate will perform preparation of Budget, Financial reporting, Compliance, Financial document, Auditing for the IOM Programmes in Maiduguri, Nigeria. In particular, s/he will.

Core Functions / Responsibilities:

1. Prepare Request for Payment (RFP)/Receipt of projects expenditure and revenue.
2. Prepare budget vs expenditure reports of projects and provide critical review to RMO and Project Managers
3. Support review of Implementing Partners (both local and International NGOs) financial reports
4. Assist RMO in preparing and reviewing financial reports for donors in coordination with RAS.
5. Assist RMO to respond on different financial queries.
6. Creating project structure in SAP (PRISM) and update important documents of projects.
7. Coordinate with sub officers on Purchase Request, expenses reports, RFP
8. Considering project requirement and in coordination with RMO/Procurement Unit assist in procurement process.
9. Assists Legal unit of the mission to prepare partner NGO, contractors and vendor agreements.
10. Assist treasury unit as and when required.
11. Undertake duty travel relating to project/programme activities.
12. Perform such other duties that may be assigned by the RMO and Chief of Mission

Education

- Degree / Certificate from an accredited academic institution in Accounting, Finance or Business Administration preferably with a professional certification as chartered accountant or certified public accountant; in related field; or an equivalent combination of education, training & experience.

Experience

- Minimum four years (two years for Degree Holders) in related field; preferably within the United Nations and the International Humanitarian Field.
- Proactive; Independent Worker; A great team player.
- knowledge of IPSAS and SAP highly desirable.
- knowledge of IOM accounting system, software and procedure a distinct advantage

Skill

Fast Learner; IT Literate; Interpersonal Skills; Administrative & Time Management Skills

Languages

English and Native Languages and working knowledge the local languages Hausa / Kanuri.

Required Competencies

The incumbent is expected to demonstrate the following values and 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.

Core Competencies – behavioural indicators *level 1*

- 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 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, accreditation, any residency or visa requirements, and security clearances.

Female candidates 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 number on subject line by **Thursday, 22 October 2020**.

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 **SVN2020.068 Maiduguri Finance Assistant, G4**.

All applications should include a functional email address, mobile numbers, and detailed curriculum vitae (CV).

Note: Only shortlisted candidates will be contacted.

Posting period:

From **09.10.2020 to 22.10.2020**