



IOM International Organization for Migration

### Open to Internal and External Candidates

Position Title	: Admin and Finance Assistant
Organizational Unit	: Finance
Duty Station	: Kirkuk - Iraq
Classification	: General Service Staff, Grade G5
Type of Appointment	: Special Short Term contract (SST)
Duration of Appointment	: Six (6) months with possibility of extension
Closing Date	: 08 <sup>th</sup> April 2020
Reference Code	: SVN2020/IRQ/094

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. Applications from qualified female candidates are especially encouraged as well as the Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.*

#### **Context:**

Under the general guidance of the Chief of Mission (CoM), overall supervision of senior resources management officer (SRMO) , under administrative supervision of Head of Sub-Office (HoSO) in Kirkuk technical supervision of the RMOs in Erbil, the Admin and Finance Assistant is responsible for the following duties and responsibilities:

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

1. Verify invoices and documents submitted by suppliers and service providers;
2. Ensures all supporting documentation and signatures are obtained before finalizing vouchers.
3. After obtaining appropriate approvals, effect payments to suppliers and staff members;
4. Ensures all payments are paid on a timely manner;
5. Responsible for the preparation of monthly accounting reports and the attachment of supporting documents for the review and certification by RMO & Head of Hub;
6. Reconciles on a monthly basis all pending vendor accounts;
7. Ensures that the bank reconciliation of the various bank accounts and IOM accounts and databases is done in time and accurately;
8. According to the projectization process of IOM, distribute the office costs and verify staff costs;

9. Ensures files of all financial instructions/guidelines issued are maintained and appropriate internal controls are in place;
10. Assists with the maintenance of an effective banking system including preparing a monthly bank reconciliation;
11. Maintains a filing system for vouchers and all other financial documentation;
12. Maintains the Petty Cash account of the Hub or Satellite Office.
13. Maintain Attendance records of national staff in HUB / Satellite Office.
14. Prepare monthly payroll and Hazard pay for national staff.
15. Provide Daily Assistance to supervisor in ensuring proper internal controls of finance are in place.
16. Liaise with IOM Iraq program staff in the Hub and satellite offices of Iraq in daily execution of the payments and increasing of efficiency of program implementation;
17. Coordinates all accounting issues with other colleagues in the Finance Dept.
18. Monthly funding requests through Amman Hub.
19. Bring to the attention of the RMO any relevant financial and budgetary issues.
20. Suggest improvements to internal controls and streamlining/efficiencies;
21. Perform such other duties as may be assigned.

### **Qualifications.**

#### **Education**

- University degree in Business Administration, Finance or any related field from an accredited academic institution with three year's relevant professional experience.
- Completed High School degree from an accredited academic institution, with minimum 5 years of relevant professional experiences.

#### **Experience**

- Working experience in financial management, accounting and budgeting.
- High level of computer literacy with specific proficiency in MS Excel.
- Experience in working in an international environment and in liaising with a variety of partners at all levels of the hierarchy.
- 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 handle confidential matters
- Ability to meet deadlines and work under pressure.
- Good level of computer literacy, knowledge of SAP will be considered as an advantage.
- commitment, efficiency, flexibility, drive for results

#### **Languages**

- Fluency in English, Kurdish and Arabic are required.
- Any other language is an advantage.

### **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.

**IOM IN/234 - Policy and Procedures for Preventing and Responding to Sexual Exploitation and Abuse**  
*IOM has a policy of zero tolerance of sexual exploitation and abuse (SEA) by IOM staff members and the employees or any other persons engaged and controlled by IOM Contractors. The staff members and all contract type holders shall protect against and prevent sexual exploitation and abuse (PSEA).*

#### **Others**

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

#### **How to apply:**

Interested candidates are invited to submit their applications via a link:

<https://iraq.iom.int/jobs/admin-and-finance-assistant-0>

For an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

#### **Posting period:**

From 25.03.2020 to 08.04.2020