



## Vacancy Notice

**MU10-VN2022-03**

Position Title: **Finance Assistant**

Duty Station: **Port Louis, Mauritius**

Position grade: **General Service Staff, Graded – G5**

Type of Appointment: **Special Short-Term Contract, 6 months with possibility of extension**

Estimated Start Date: **As soon as possible**

Closing Date: **31 August 2022**

Established in 1951, International Organization for Migration (IOM) is 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 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 as well as applications from the non-represented member countries of IOM.

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. For the purpose of this vacancy, internal candidates are considered first-tier candidates. Second tier candidates include all external candidates.

### ***Context:***

Under the overall supervision of the Chief of Mission (CoM) and direct supervision of the Head of Resource Management, and in coordination with relevant units at the Regional Office for Southern Africa (RO) and the Administrative Centres in Manila and Panama, the successful candidate will be accountable and responsible for carrying out finance and administrative tasks at IOM Office in Mauritius.

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

1. Assist in managing financial resources by monitoring and controlling assets, reserves, funds, supplies, etc. in accordance with IOM rules and regulations;
2. Assist in providing guidance in accounting, budget, and financial related issues.
3. Assist in preparing annual budget submission and revisions including estimating staff cost as well as rental and utilities, office equipment and supplies, printing, and other contracts, services or running expenses, to include in the budget;
4. Extract and input data from various sources in financial or accounting systems to assist in the preparation of annual and project budgets, monthly monitoring of budgets and financial reports;
5. Reviews all types of payments starting from purchases to payment requests verifying that they are duly authorized and all the supporting documents are attached therewith;
6. Perform settlements of the travel expense claims for all staff members in Mauritius; coordinate with respective staff member to verify the accuracy and ensure completion of the claims and supporting documents;
7. Provide assistance to all staff services such as travel, expense claims, document retrieval, etc.;
8. Perform claim verifications against documentation to ensure that purchases/services are properly authorized and that the goods have been received or services rendered;
9. Assist in the preparation of budget, accounting, financial, statistical reports and other reports as required;
10. Maintain a tracker or database for e-filing; Ensure proper and systematic completion of all posted payments and other accounting documents according to the established standards;
11. Responsible for the Petty Cash of the office;
12. Performs any other duties as may be assigned from time to time.

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

### **Education**

- Bachelor's degree in Business Administration, Accounting, Finances, Banking & Finance or related fields with three years of relevant professional experience.; or
- High School diploma with five years of relevant experience.

### **Experience & Skills**

- Experience in financial management, accounting and budgeting;
- Experience with internal control assessment, internal and/or external/project audits;
- Ability to prepare clear and concise financial and administrative reports;
- Knowledge of International Public Sector Accounting Standards (IPSAS) and SAP is an advantage;
- High level of computer literacy (MS Office Word, Excel and Outlook)
- Candidate should be highly motivated, with dynamic personality and the ability to work under pressure to meet deadlines.
- Knowledge of publicly recognized accounting systems (SAP, ATLAS, Oracle, etc.), software and procedures are a distinct advantage.
- Ability to clear and concise reports and to analyze and interpret source information and data.
- High level of computer literacy is required, particularly in MS Office and computerized accounting systems.

- Good communication skills, personal commitment, efficiency, flexibility, drive for results, respect for diversity and creative thinking.

### **Languages**

Fluency in English, French and Mauritian Creole is required.

### ***Required Competencies:***

#### **Values**

- Inclusion and respect for diversity: encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people with different backgrounds and orientations.
- Integrity and transparency: maintains impartiality and takes prompt action in cases of unprofessional or unethical behaviour.
- Professionalism: demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.

#### **Core Competencies**

- Teamwork: establishes strong relationships with colleagues and partners; relates well to people at all levels.
- Delivering results: produces quality results and provides quality services to clients.
- Managing and sharing knowledge: shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
- Accountability: operates in compliance with organizational regulations and rules.
- Communication: encourages others to share their views, using active listening to demonstrate openness and to build understanding of different perspectives.

### ***Eligibility and Selection:***

IOM is committed to a diverse and inclusive environment. Appointment will be subject to certification that the candidate is medically fit for appointment. Mauritian nationals as well as foreign nationals with valid residence and work/study permit to work as intern in Mauritius are eligible to apply.

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

Interested candidates who meet the minimum requirements are invited to submit their applications containing a letter of motivation and a detailed up-to-date Personal History (P11) form and resume / CV by email to [iommauritius@iom.int](mailto:iommauritius@iom.int) by **31 August 2022** specifying the reference number (MU10-VN2022-03) on the subject line of the email.

Only complete applications (detailed Personal History (P11) form, CV, letter of motivation and) will be considered. The Personal History (P11) form can be downloaded here: <https://ropretoria.iom.int/vacancies>

Incomplete applications will be rejected. Only shortlisted candidates will be contacted.

***Posting period:***

From 12.08.2022 to 31.08.2022