



Vacancy Announcement - SVN/BW2023/01 – ADVERTISEMENT

Vacancy/Reference Number : **VN/BW2023/01**
Position Title : **Finance and Administrative Assistant**
Duty Station : **IOM Gaborone, Botswana**
Position Grade : **G5 (UN Salary scale for General Services in the Republic of Botswana)**
Type of Appointment : **OYFT, 12 months with possibility of extension**
Closing Date : **25 January 2023**

Established in 1951, International Organization for Migration (IOM) is the leading UN agency in the field of migration, works closely with governmental, intergovernmental and nongovernmental 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.

Context and Scope:

Under the overall supervision of the Programme Officer/Head of Office and under technical supervision of Senior Regional Resource Management Officer, the incumbent will be responsible for carrying out Financial and administrative tasks at IOM's country office in Botswana. The role is multi-faceted and entails a range of different responsibilities.

Core Functions / Responsibilities:

1. Ensure all transactions are recorded and reconciled on daily basis;
2. Assist in closing the monthly accounts through PRISM by ensuring all transactions are recorded in a timely manner;
3. Review Travel Authorization (TA) and process request for DSA advance, settlement of travel expense claims (TEC);
4. Assist in analysing and reconciling various Service Providers Accounts such as phone accounts, mobile phone bills, accommodation bills and IOM invoices with a view to ensure that: invoices are correct, projects are charged a true and fair cost of their usage, any private usage is duly recovered /reimbursed;
5. Prepare all requests for review by Head of Office and Resource Management at the Regional Office before processing payments and ensure they are duly completed, certified and authorized; and make sure that the necessary supporting documents are provided before payment is made;

6. Assist in maintaining the mission's accounts, including entering of payments, receipts and non-cash vouchers in the accounting system; ensuring integrity of all data posted in PRISM and PRIMA;
7. Assist with the preparation of reports and other relevant documentation for the Mission to the relevant HQs Departments and/or Administrative Centres, as appropriate;
8. Assist with the preparation of the budget performance reports; identifying variances between approved budgets and actual expenditures and bring to the attention of the supervisor any material discrepancies;
9. Assist in management and handling of HR related matters; General HR functions with regard to staff and non-staff recruitment, record and control attendance (timekeeping), insurance management, staff benefits, staff evaluation, retention, promotion and separation of staff in accordance with IOM rules and regulations
10. Prepare Mission payroll and ensure salaries are correctly allocated to projects consistent with IOM's projectization criteria. Ensure payroll is reviewed and approved by the Head of Office and the other bank signatories before bank transfers are done to the respective staff accounts.
11. Coordinate with IOM Regional Resources Management Unit on logistics/procurement related issues; vendor and inventory databases and ensure proper inventory tracking systems are in place; purchase orders / contracts and ensure all approvals are obtained.
12. Bring to the attention of the National Programme Officer/Head of Office any relevant resource management issue and propose corrective actions;
13. Perform such other duties that may be assigned by the National Programme Officer/Head of Office and RO RM.

Required Qualifications and Experience

Education

- BA Degree in Accounting, Business Management or Financial Management, administrative services with three years work experience in the Admin and Finance field
- Completed Diploma/High School certificate in the aforementioned field of study with five years of relevant experience

Experience

- Experience in Accounting / Financial management and Reporting
- Experience on Human Resources Management and staff administration
- Experience in Procurement, Logistics & Asset Management

- Sound knowledge of financial and administrative management and effective resource management skills
- High level of computer literacy (MS Office Word, Excel and Outlook) in particular experience in computerized accounting systems including SAP application

Skills

- Candidate should be highly motivated, with dynamic personality and the ability to work under pressure to meet deadlines.
- Demonstrated ability to maintain accuracy & confidentiality in performing responsibilities.

Languages

Fluency in English is required. Knowledge of local languages is advantageous.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

Values - all IOM staff members must abide by and demonstrate these three values:

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains 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 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.

Managerial Competencies – behavioural indicators *level 2*

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

Additional Notes:

IOM is committed to a diverse and inclusive environment. External and internal candidates are eligible to apply for this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates and will be given priority over external applicants if they meet the minimum requirements.

Appointment will be subject to certification that the candidate is medically fit for appointment and obtains nationality ID or valid residency/work permit.

Method of application:

If you are qualified for this position, please send your letter of motivation, up-to-date Resume/CV, copy of ID and Complete IOM Personal History Form (which can be downloaded from this website: <https://southafrica.iom.int/vacancy>) to pretoriacvs@iom.int

When you send your application, please specify the Vacancy reference number i.e. **VN/BW2023/01** on the subject line of your email. It will be challenging to track your application without the reference code provided. Incomplete applications will be rejected.

Please send your applications by **25 January 2023**. Only shortlisted candidates will be contacted.

ENQUIRIES IN RESPECT TO THE JOB DESCRIPTION AND APPLICATION MAY BE DIRECTED TO THE SAME EMAIL ADDRESS