



International Organization for Migration (IOM)
The UN Migration Agency

Vacancy Announcement - VNSARO2022/03

Vacancy/Reference Number: **VNSARO2022/03**
Position Title : **Finance and Administration Assistant**
Duty Station : **IOM Regional Office in Pretoria**
Position Grade : **G4 (UN Salary scale for General Services in the Republic of South Africa)**
Type of Appointment : **Fixed Term, One year with possibility of extension**
Closing Date : **31 August 2022**

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.

Context and Scope:

Under the overall supervision of the Senior Regional Resource Management Officer (SRRMO) and direct supervision of the Resource Management Officer for Regional Programmes (RMO-RP), the incumbent will be responsible to support the Regional Office and Country Offices on Financial, Accounting, Internal Controls, budgeting, Audits, Human Resources and Administrative functions.

Core Functions / Responsibilities:

1. Reviewing Travel Authorization (TA), Travel Expense Claim (TEC) and computing the Daily Subsistence Allowance (DSA) and reimbursable expenses
2. Assist the National Finance Officer in verification of financial transactions and reports from Implementing Partners (IP).
3. Assist in processing payment requests on time, based on authorized claims or invoices in line with IOM travel regulations, and other relevant regulations and instructions. Ensure that claims, invoices, and payment vouchers are complete including supporting documentation and assist in implementation of necessary internal controls under all the procedures & transactions performed at field level.
4. Assist with the preparation of the budget performance reports; review open items in the system, identifying variances between approved budgets and actual expenditures and bring to the attention of the supervisor any material discrepancies.
5. Conduct data entry of financial records particularly regional projects related expenses in PRISM using SAP Finance.
6. Assist in coordinating with regional projects implementing missions during audits or donor reports.

7. Timely follow up and clear outstanding operation and travel advances and assist in implementation of necessary internal controls under all the procedures & transactions performed at regional office level.
8. Provide backstopping support in administration and finance activities to regional project staffs as well as other small missions when required.
9. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- High School diploma with four years of relevant experience; or,
- Bachelor's degree in Business Administration, Accounting, Finance, or related fields with two years of relevant professional experience.
- Other Accounting Certificate will be desirable.

Experience

- 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.
- Experience working in financial management with responsibilities for accounting, reporting, budget, audit, treasury, and financial analysis is desirable.
- Experience with internal control assessment, internal and/or external/project audits will be a distinct advantage.
- Knowledge of International Public Sector Accounting Standards (IPSAS) is an advantage.
- Experience in computerized accounting systems (including SAP) is desirable.

Skills

- Effectively applies knowledge of relevant theories and practices and recognizes their application within existing IOM processes.
- Ability to work well under pressure and to keep deadlines.
- Knowledge of ERP software is highly desirable;

Languages

Fluency in English is required (oral and written). Knowledge of local languages.

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

- 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.

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 interested and 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/careers>) to pretoriaacvs@iom.int

When you send your application, please specify the Vacancy reference number i.e. VNSARO2022/03 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 **31 August 2022**. Only shortlisted candidates will be contacted.

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