



POST DESCRIPTION

SECTION 1

Position Information

Position Title	Finance and Admin Intern
Position Grade	UN
Duty Station	Maseru Lesotho
Position Number	N/A
Job Family	Finance and Administration
Organizational Unit	Finance and Administration Unit
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Lesotho
Position rated on	Internship
Reports directly to	Chief of Mission
Number of Direct Reports	1

SECTION 2

Organizational Context and Scope

Under the overall supervision of the Chief of Mission (CoM) in Lesotho and direct supervision of the Resources Management Office (RMO); and, in collaboration with relevant units in IOM Lesotho, the successful candidate will be responsible and accountable for managing the resources management functions in Lesotho.

SECTION 3

Responsibilities and Accountabilities

1. Receive, screen and direct telephone calls and visitors; respond to routine internal and external enquiries and/or refer to appropriate contacts /department,
2. Set up and maintain office files and reference systems according to standard procedures,
3. Initiate, view and track a variety of administrative transactions in the computerized financial / travel / human resources systems,
4. Support the organization and administration of meetings, workshops and events (e.g. arranging for meeting rooms and other facilities.
5. Assist with arranging for travels: organize transport, logistics, accommodation, documents,
6. Enter, retrieve, structure and update selected information and data from various sources (e.g. Intra-/Internet, office files, etc.); present results in standard format;
7. Ensure availability of office supplies and appropriate maintenance of office equipment; and,
8. Perform any other duties as may be assigned.

SECTION 4

Required Qualifications and Experience

EDUCATION

Bachelor's degree in Business Administration or related fields.

EXPERIENCE

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook;
- Attention to detail, ability to organize paperwork in a methodical way,
- Discreet, details and clients-oriented, patient and willingness to learn new things.

SKILLS

- Knowledge of financial rules and regulations

Indicate position specific skills, for example:

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
- Knowledge of UN and bilateral donor programming.
- Knowledge of financial rules and regulations.

Knowledge of International Public Sector Accounting Standards (IPSAS).

SECTION 5

Languages¹

IOM's official languages are English.

REQUIRED

For this position, fluency in English is required (oral and written).

DESIRABLE

Working knowledge of English

SECTION 6

Competencies²

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

VALUES - All IOM staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

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.

Courage: Demonstrates willingness to take a stand on issues of importance.

¹ As per IN/233, staff members in a position in the Professional and GS categories are expected to be fluent in one of the Organization's official languages, which are English, French and Spanish. At least a working knowledge of another official language is highly desirable and may be specified as mandatory in some cases. For positions in the GS category, proficiency in one of the local language(s) may also be required, as specified in the VN/SVN.

² Competencies and respective levels should be drawn from the Competency Framework of the Organization.

Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

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 actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

SECTION 7

Signatures

1 st Level Supervisor	Date
	6 August 2023
2 nd Level Supervisor	Date
	6 August 2023