



### **Vacancy Announcement - VN/ROSA2024/03**

Vacancy/Reference Number : **VN/ROSA2024/03**  
Position Title : **Finance Assistant**  
Duty Station : **IOM Regional Office Pretoria, South Africa**  
Position Grade : **G4 (UN Salary scale for General Services in South Africa)**  
Type of Appointment : **One year with possibility of extension**  
Closing Date : **7 April 2024**

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 direct supervision of the Resource Management Officer for Regional Programmes (RMO-RP); and, in collaboration with relevant units at Headquarters and the Administrative Centres, the successful candidate will be responsible and accountable to support the Regional Office and Country Offices on Financial, Accounting, Internal Controls, budgeting, Audits, Human Resources and Administrative functions.

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

1. Extract and input data from various sources in financial or accounting systems;
2. Respond to accounting, budget or financial queries regarding data from staff in the unit and elsewhere;
3. Assist in the preparation of the payroll by executing validity checks on monthly payroll results;
4. Review all types of payments starting from purchase to payment requests verifying that they are duly authorized, and all the supporting documents are attached therewith;
5. Create new Vendor Accounts in PRISM;
6. Verify vendor requests for accuracy and conformance with IOM finance policies and instructions;
7. Perform claim verifications against documentation to ensure that purchases/services are properly authorized and that the goods have been received or services rendered;
8. Prepare necessary receipt and journal vouchers;
9. Assist in the preparation of budget, accounting, financial, statistical reports and other reports as required;
10. Provide assistance to all staff services such as travel, expense claims, document retrieval, etc.;

11. Ensure proper and systematic filling of all posted payments and other accounting documents according to the established standards;
12. Responsible for the Petty Cash of the office; and,
13. Perform other related duties as required

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

#### **Education**

- High School diploma with four years of relevant experience; or,
- Bachelor's degree in Business Administration, Accounting, Finances, or related fields with two years of relevant professional experience.

#### **Experience**

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook; previous experience in SAP is a distinct advantage;
- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

#### **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 (SAP, Oracle) is highly desirable;

#### **Languages**

IOM's official languages are English, French, and Spanish.

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

### **Required Values and Competencies**

■ 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.

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

## 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 actions 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 qualified for this position, please send your letter of motivation, up-to-date Resume/CV, copy of ID, Educational Certificates and Complete IOM Personal History Form (which can be downloaded from this website: <https://southafrica.iom.int/careers>) to [pretoriacvs@iom.int](mailto:pretoriacvs@iom.int)

When you send your application, please specify the Vacancy reference number i.e. **VN/ROSA2024/03** 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 **7 April 2024**. Only shortlisted candidates will be contacted.

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