



Open to Internal and External Candidates
SPECIAL VACANCY NOTICE
(Multiple Vacancies Available)

Position Title : **Admin/ Finance Clerk**
Duty Station : **Nuremberg, Germany**
Reference Code : **SVN- DE1- 2017-02-EXT2**
Classification : **General Service Staff, Grade G3/1**
Type of Appointment : **Special Short Term Contract**
(40hrs/week)
Estimated Start Date : **As soon as possible**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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:

Under the overall guidance of the Chief of Mission (CoM) and the direct supervision of the Head of Admin/Finance Resource Management, the incumbent will perform the following duties and responsibilities:

Core Functions / Responsibilities:

- Verify and check the incoming invoices against the operational files, prepare documentation for project-related remittances and liaise with corresponding entities;
- Encoding the remittance-related data into SAP-developed software system (PRISM) and generate the appropriate invoices for the payment;
- Maintain, verify and coordinate financial-related files of projects and ensure that all necessary documents are filed;
- Assist in preparing financial donor reports and disseminate relevant information to the appropriate authorities;
- Assist in maintaining the invoicing-related balance sheets, ensuring that all financial obligations are completed with the set donor-deadlines;
- Ensure that strict internal controls are complied with and maintained in all aspects of the organization and suggest improvements to streamlining efficiencies;

- Verify and process the payment-related notifications from local authorities in connection with financial assistances provided to migrants under the AVRR projects;
- Provide general support to the team in the absence of other colleagues in the Admin/Finance Resource Management Unit;
- Perform any other duties as assigned by the immediate supervisor or the CoM.

Required Qualifications and Experience

Education

- Secondary school diploma and three years of relevant working experience OR University degree in Accounting/Finance, Economics or alternatively and one year of relevant working experience;
- Working experience in financial management, accounting and budgeting.

Experience

- Familiarity with International Accounting Standards (IAS) or International Public Service Accounting Standards (IPSAS),
- Confirmed interest in administration/ finance and in the functioning of an international organization;
- High level of computer literacy in standard MS products with specific proficiency in MS Excel.

Languages

Excellent knowledge of spoken and written German and English, additional language an advantage.

Required Competencies

- Accountability – follows relevant procedures, processes and policies; meets deadline, cost, and quality requirements for outputs and monitors own work to correct errors;
- Continuous Learning – keeps abreast of developments in own professional area;
- Client Orientation – Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries;
- Continuous Learning – Demonstrates interest in improving relevant skills in the area of responsibility and demonstrates interest in acquiring skills relevant to other functional areas;
- Communication – Clearly communicates, and listens to feedback on, changing priorities and procedures;
- Creativity and Initiative – Proactively develops new ways to resolve problems;
- Planning and Organizing – Organizes and documents work to allow for planned and

unplanned handovers;

- Professionalism - Identifies issues, opportunities, and risks central to responsibilities; Persistent, calm, and polite in the face of challenges and stress; Works effectively with people from different cultures by adapting to relevant cultural contexts;
- Teamwork – actively contributes to an effective, collegial, and agreeable team environment; Contributes to, and follows team objectives.

Other

Applications from qualified female candidates are encouraged.

The appointment is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

How to apply:

Interested candidates are invited to submit their application including a CV and a cover letter not exceeding more than one page, relevant certificates and references by email to HRDGermany@iom.int. Due to the volume of applications received, IOM Germany Human Resources will not be able to respond to all inquiries about the application status and will only contact shortlisted candidates.