



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates VACANCY NOTICE

Position Title : **Admin/Finance Clerk StarthilfePlus**
Duty Station : **Nuremberg, Germany**
Reference Code : **SVN-DE1-2018-08**
Classification : **General Service Staff, Grade G3**
Type of Appointment : **Special Short Term (40hrs/week)**
Until 31 December 2018, with the possibility of extension
Estimated Start Date : **September 2018**
Closing Date : **14 August 2018**

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, the overall supervision of the Head of Admin/Finance Resource Management and under the direct supervision of the Senior Finance Assistant StarthilfePlus, 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 and IOM missions relating to 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;

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.
- Working experience in financial management, accounting and budgeting.

Languages

Very good knowledge of spoken and written English as well as fluent knowledge of German. Knowledge of other official IOM language is an advantage.

Required Competencies

- Accountability – takes responsibility for action and manages constructive criticisms;
- Client Orientation – works effectively well with client and stakeholders;
- Continuous Learning – promotes continuous learning for self and others;
- Communication – listens and communicates clearly, adapting delivery to the audience;
- Creativity and Initiative – actively seeks new ways of improving programmes or services;
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter;
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation;
- Technological Awareness - displays awareness of relevant technological solutions.

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Germany will be eligible for consideration.

How to apply:

Interested candidates are invited to submit their application including a cover letter not exceeding more than one page, CV and 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.

Posting period:

From 31 July 2018 to 14 August 2018

Contact

International Organization for Migration / Germany
Human Resources
Ms Lisa Rauscher