



International Organization for Migration (IOM)  
The UN Migration Agency

## Open to Internal and External Candidates SPECIAL VACANCY NOTICE

Position Title : **Finance Assistant (REAG/GARP Financial Unit)**  
Duty Station : **Nuremberg, Germany**  
Reference Code : **SVN-DE1-2018-09**  
Classification : **General Service Staff, Grade G4**  
Type of Appointment : **Special Short Term (40hrs/week)**  
**Until 31 December 2018, with a possibility of extension**  
Estimated Start Date : **September 2018**  
Closing Date : **17 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, under the overall supervision of the Head of Admin/Finance Resource Management and under the direct supervision of the Senior Finance Assistant (Unit Leader REAG/GARP Financial), the incumbent will provide day-to-day assistance to the Senior Finance Assistant.

In particular, the incumbent will perform the following duties and responsibilities:

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

- Supports the implementation of new processes in the unit, including a continuous improvement of existing workflows as a result of the analysis of potential risks and gaps;
- Encodes daily AVR/Movement financial transactions, processing account payables in the IOM Resource Management/accounting system PRISM;
- Assists in preparing financial donor reports and disseminates relevant information to the relevant stakeholders;
- Assists monitoring financial expenditures and regularly prepares statistical and financial reports concerning their conformity to the payment schedule;
- Liaises with counterparts on financial and administrative matters ensuring that all transactions are properly carried out according to the requirements of IOM and the project donors;
- Ensures that all supporting documents related to the case files are properly maintained and filed;

- Assists with project related audits;
- Acts as replacement of the Senior Finance Assistance in his/her absence;
- Provide general support to the team in the absence of other colleagues in the Admin/Finance Resource Management Unit;
- Performs other duties as assigned by the immediate supervisor or the CoM.

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

### **Education**

- Secondary School Diploma and four years of relevant working experience

OR

- Bachelor degree in Accounting/Finance, Economics or alternatively, an equivalent combination of relevant training and experience and two years of relevant working experience.

### **Experience**

- Experience in administration/finance and in the functioning of an international organization;
- First leadership and/or assistance experience is an advantage.
- Strong organisational skills including experience in Accounting and Financial management an advantage;
- Previous work experience with national, regional or international public bodies would be an advantage;
- High level of computer literacy in standard MS products with specific proficiency in MS Excel is required.

### **Languages**

Fluent knowledge of spoken and written English and German. Knowledge of other official IOM language 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](mailto: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 03 August 2018 to 17 August 2018

### ***Contact***

International Organization for Migration / Germany  
Human Resources  
Ms Lisa Rauscher