



Open to Internal and External Candidates

VACANCY NOTICE

(Multiple Vacancies)

Position Title : **Operations Clerk (Controlling/Reporting)**
Duty Station : **Nuremberg, Germany**
Reference Code : **VN-DE1-2018-01**
Classification : **General Service Staff, Grade G3**
Type of Appointment : **One Year Fixed Term (40hrs/week)**
Estimated Start Date : **01.02.2018**
Closing Date : **23 January 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 (CoM), the overall supervision of the Head of Operations/Liaison and under the direct supervision of the Senior Project Assistant (Project Manager REAG/GARP II) and the 2nd Manager Senior Project Assistant (Project Manager SHPlus), the incumbent is responsible for various project related tasks.

Core Functions / Responsibilities:

- Verifies and checks assisted voluntary return and reintegration (AVRR) operational files on completeness and accuracy as per established IOM and donor regulations.
- Liaison/coordinates possible action in case of irregularities, with the appropriate entities to complete the operational files with all the relevant required documents.
- Assists and supports all OPS teams based on the controlling guidelines and in accordance with the AVRR Project Managers, to ensure the ongoing observance of the quality standards. Controls reimbursement receipts and supports the preparation of financial and payment related reports for the operational files.
- Supports the Finance/OPS team in the preparation of the donor interim and final financial report as it falls due and adhering to the strict reporting deadlines required by donor(s) and IOM regulations and guidelines.
- Assists in the preparation of the complete files for external audit submission; checks the supporting documentation for each AVRR case file, including payment-related records, adhering to strict reporting standards and to required deadlines as well as maintain a filing system for donor's audit.

- Organizes the archiving process for each project year and assures the correct maintenance of the previous years
- Provides general support in case of staff shortage to the team as well as conduct case-related work in the absence of other colleagues in the AVR/department, this includes inter alia
 - Under the framework of the German AVRR-programs (e.g. REAG/GARP, SHPlus and the SMAP Program) reviews and processes applications for AVRR and 3rd country migration; to this effect obtains necessary information and/or documents from applying entities or migrants;
 - Provides specific information on bookings and special arrangements e.g. escorts or medical clearances, to AVRR applicants and/or applying entities; obtains and processes national or international flight bookings or ground transportation. Checks and verifies best routings and fares, obtains up-to-date information regarding travel documents, transit requirements en route and exit/entry regulations;
 - Generates and verifies confirmations of AVRR and SMAP, including additional financial assistance in the IOM computer system MiMOSA and forwards these to the respective applying entity and, if required, the IOM service provider in Frankfurt;
 - Coordinates necessary immediate actions in case of cancellations, re-bookings to avoid additional program costs;
 - Provides general guidance on AVRR procedures and requirements to applying entities such as , Social Welfare and local entities, foreigners offices, NGOs and/or potential migrants;
- Performs 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 Business/Public Administration/Social Sciences or alternatively and one year of relevant working experience;

Experience

- Working experience in migration-related issues, project-related work and/or administration and advantage.
- Familiarity with German Asylum regulations and EU-grant guidelines and advantage.
- Confirmed interest in operational activities and in the functioning of an international organization;
- High level of computer literacy in standard MS products.

Languages

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 – Follows all relevant procedures, processes, and policies; meets deadline, cost, and quality requirements for outputs and monitors own work to correct errors
- Continuous Learning – Demonstrates interest in improving relevant skills and 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;
- Communication – Actively shares relevant information, clearly communicates, and listens to feedback on, changing priorities and procedures; listens effectively and communicates clearly, adapting delivery to the audience.
- Professionalism - Masters subject matter related to responsibilities; identifies issues, opportunities, and risks central to responsibilities; treats all colleagues with respect and dignity and 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 and seeks input and feedback from others.
- Technological Awareness - Learns about developments in available technology.

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 09 January 2018 to 23 January 2018