



International Organization for Migration (IOM)

The UN Migration Agency

Open to Internal and External Candidates

VACANCY NOTICE

(Two Vacancies Available)

Position Title : **Finance Assistant (Budget, Monitoring and Reporting)**
Duty Station : **Berlin, Germany**
Reference Code : **VN-DE1-2018-25**
Classification : **General Service Staff, Grade G5**
Type of Appointment : **One Year Fixed Term Contract**
Estimated Start Date : **May 2018**
Closing Date : **25 April 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 direct supervision of the Head of Admin/Finance Resource Management, the incumbent will be responsible for the Budget, Project Monitoring and Reporting tasks for ongoing projects of IOM Germany.

Core Functions / Responsibilities:

- In coordination with other RM units, the project developer and IOM Missions, prepares budget outlines for concept notes and project budgets according to IOM and donor regulations and guidelines;
- Applies and provides technical guidance on applicable funding guidelines and regulations and on eligibility of costs;
- Performs internal project endorsement, submission, activation and creation and prepares relevant financial supporting documents.
- Participates in preparation of the resource schedule and the financial plan for the project implementation and follows up on them with the PM;
- In coordination with other RM units reviews project related expenditures according to IOM and donor regulations; monitors incurred expenditures for assigned projects; controls budget consumption and analyses variances between the project budget and actual expenditures; undertakes preliminary financial analyses of projects; reports regularly to the Head of Admin/Finance RM on any relevant issues and provides any other information as necessary

- Forecasts cash flows according to activities in the projects and monitor control of funds disbursed; Prepares regular donor billings; follows up on funding reception and utilization in accordance with the donor agreement;
- Prepares regular internal project monitoring reports;
- In coordination with other RM units, the project developer/manager and IOM Missions prepares budget revisions for projects, updates the BNP when necessary
- Performs financial closure of projects.
- Drafts and submits project financial interim and final reports to IOM units and donors in accordance with IOM and donor regulations and established procedures.
- Assists in preparation and follows up on project audits
- Liaises with relevant units at RO Brussels, HQ as well as the Administrative Centres in regard to the financial project monitoring and budgeting issues.
- Liaises with the donor on questions related to budget, project monitoring and reporting
- Assists in the reviews of grant letters for new projects/project extensions
- Performs any other duties as assigned by the immediate supervisor and/or CoM.

Required Qualifications and Experience

Education

- Bachelor degree in Finance, Economics, Business or Public Administration or alternatively, an equivalent combination of relevant training and experience and at least three years of relevant working experience.

OR

- Secondary School Diploma with specialized focus in financial/accounting and at least five years of relevant working experience.

Experience

- Experience with and knowledge of Accounting/Financial and administrative management policies and procedures of a national and/or international non-governmental organization will be an added advantage.
- Knowledge of the institutional and technical aspects of Financial management including coordination and executing reporting requirements;
- Strong organisational skills including experience in Financial management;
- Previous work experience with national, regional or international public bodies an advantage;
- Familiarity with International Accounting Standards (IAS) or International Public Service Accounting Standards (IPSAS),
- High level of computer literacy in standard MS products with specific proficiency in MS Excel is required.

Languages

Excellent knowledge of English and 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.

Special Note: For this VN the minimum year in post requirement is waived for all staff members in the IOM Mission Germany.

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 11 April 2018 to 25 April 2018