



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates VACANCY NOTICE

Position Title : **Senior Finance Assistant
(Manager AVRR Reclaims Unit)**
Duty Station : **Nuremberg, Germany**
Reference Code : **VN-DE1-2018-39**
Classification : **General Service Staff, Grade G6**
Type of Appointment : **One Year Fixed Term (40hrs/week)**
Estimated Start Date : **December 2018**
Closing Date : **09 November 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) and under the direct supervision of the Head of Admin/Finance Resource Management in strict observance of the IOM principles, the IOM Financial Management Guidelines and the AVRR programme Donor Regulations, the incumbent will be responsible and accountable for the AVRR reclaims processes in the mission.

Within delegated authority, the Senior Finance Assistant (Manager AVRR Reclaims unit) will be responsible for the following specific duties:

Core Functions / Responsibilities:

- Coordinates and monitors the daily operations of the AVRR Reclaims unit;
- Ensures that all notifications from local authorities in connection with AVRR beneficiaries who re-entered or did not depart Germany are correct and in accordance with the IOM's and donors' Regulations and Rules;
- Ensures that all necessary personal, financial and statistical information is accounted for in a designed application system;
- Ensures that all records are properly filed and maintained for future references;
- Ensures that individual payment schedule for each beneficiary who re-entered or did not depart Germany is prepared; monitors the repayments, allowing for changes in the payment schedule, where and if necessary;
- In coordination with the Senior Finance Assistance (Accounting) reconciles the bank entries with the expected repayments (receivables);

- Prepares financial reports detailing the received repayments for internal and external use; prepares i-monthly statements for donors and initiates refunds;
- In accordance with the IOM Regulations and rules and where necessary in coordination with the IOM Legal unit and an external legal expert, in specific cases ensures that necessary legal actions are taken;
- Handles sensitive and special cases;
- Provides regular updates on the implementation of the reclaiming proceedings to the COM, immediate supervisor and project, recommends appropriate action and liaises with the responsible external counterparts regarding required adjustments and changes;
- Provides guidance to authorities and beneficiaries on repayment modalities and requirements as well as to the inquiring lawyers, district councils and welfare institutions, in accordance with the donor requirements;
- Drafts internal procedures and external guidelines concerning to the process of reclaiming proceedings for improved implementation of the process;
- Drafts external and internal reports including ad hoc, monthly, interim and end-of-project reports; analyses and provides specific data and reports for further project implementation and overall project reports;
- Leases with donors and relevant local authorities on issues related to reclaiming proceedings;
- Liaises with relevant units at HQs and Regional Office with regards to the reclaims activities of the Mission;
- Contributes to preparation of interim and final reports for the AVRR programmes in the mission;
- Participates in external and internal events related to reclaiming proceedings within AVRR;
- Trains and supervises subordinated staff members; plans and approves absence of staff, monitors and evaluates the staff/team performance, provides guidance to the staff members; administers financial resources of the team, coordinates resource deployment;
- Perform any other duties as may be assigned.

Required Qualifications and Experience

Education

University degree in Political Science, Migration Studies, International Relations or a related field from an accredited academic institution, with at least four years of relevant professional experience, preferably in similar roles

OR

Secondary School Diploma with specialized focus in Business/Public Administration or alternatively, an equivalent combination of relevant training and experience and at least six years of relevant working experience.

Experience

- High level of computer literacy with specific proficiency in MS Excel and Access;
- Knowledge of German institutions and German migration policies is an asset;
- Familiarity with German Asylum regulations and EU-grant guidelines is an advantage;
- Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds;

Languages

Excellent knowledge of spoken and written English and German. Knowledge of other official IOM language an advantage.

Required Competencies

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.
- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.
- Leadership: Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision. Assists others to realize and develop their potential.
- Empowering others & building trust: Creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking & vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.

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 26 October 2018 to 09 November 2018

Contact

International Organization for Migration / Germany
Human Resources
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