



International Organization for Migration (IOM)  
The UN Migration Agency

## **Open to Internal and External Candidates**

### **VACANCY NOTICE**

(Multiple Vacancies)

Position Title : **Admin Finance Clerk**  
Duty Station : **Nuremberg, Germany**  
Reference Code : **VN-DE1-2018-47-EXT**  
Classification : **General Service Staff, Grade G3**  
Type of Appointment : **One Year Fixed Term Contract (40hrs/week)**  
Estimated Start Date : **As soon as possible**  
Closing Date : **18 January 2019**

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 Resource Management Officer 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;
- Working experience in financial management, accounting and budgeting.

### **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.

### **Languages**

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

## ***Required Competencies***

The incumbent is expected to demonstrate the following competencies:

### **Values**

- 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.

## **Core Competencies**

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- 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.

IOM's competency framework can be found at this [link](#).

## ***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/work permit for Germany or fulfilling the criteria for an EU blue card 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 04 January 2019 to 18 January 2019

## ***Contact***

International Organization for Migration / Germany  
Human Resources  
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