



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

VACANCY NOTICE

-Multiple positions-

Position Title : **Admin Finance Clerk**
Duty Station : **Nuremberg, Germany**
Reference Code : **VN-DE1-2020-19**
Classification : **General Service Staff, Grade G3**
Type of Appointment : **One-Year-Fix-Term-Contract**
(40 hrs/ week)
Estimated Start Date : **As soon as possible**
Closing Date : **10 November 2020**

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 supervision of the National Resource Management Officer and under the direct supervision of the Senior Finance Assistant, 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.
- 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 Accounting/Finance, Economics or alternatively and one year of relevant working experience;

Experience

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

Skills

- High level of computer literacy in standard MS products with specific proficiency in MS Excel is required.

Languages

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

Required 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.

- 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.

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 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 as well as the Questionnaire on Mandatory Requirements 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 27 October 2020 to 10 November 2020

Contact

International Organization for Migration / Germany
Human Resources
Email: HRDGermany@iom.int



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Questionnaire on Mandatory Requirements for Local recruitment *

IOM Germany - VN-DE1-2020-19 Admin Finance Clerk

1. Education

Please confirm:

- 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;

Yes No

2. Language

Please confirm if your language level is fluent in spoken and written:

English: Yes No | German Yes No

3. Professional Work Experience

The following would be an advantage. Please indicate applicability:

- Experience with international Organizations or international or national authorities

Yes No

4. Eligibility criteria:

Do you have any relatives currently working with IOM?

Yes No

5. For non-EU citizens only

Are you currently holding a valid residence and work permit for Germany?

Yes No

Name:

Signature:

Date:

*Failure to complete the Questionnaire on Mandatory Requirements might result in the disqualification from the selection process