

Open to Internal and External Candidates VACANCY NOTICE

Position Title : **Operations Assistant (Controlling)**
Duty Station : **Nuremberg, Germany**
Reference Code : **VN-DE1-2022-44**
Classification : **General Service Staff, Grade G4**
Type of Appointment : **One Year Fixed-Term Contract – 12 Months (40hrs/week),
with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **13 December 2022**

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.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the overall guidance of the Chief of Mission (CoM) and under the direct supervision of the National Movements and Migrant Assistance Officer, the incumbent is responsible for various project related tasks.

Core Functions / Responsibilities:

1. Supports the coordination and monitoring of activities within AVRR controlling team in compliance with the rules and regulations of the program and the IOM internal policies. Regularly reports to the immediate supervisor and ensures exchange of information with other teams. Assigns responsibilities and coordinates and delegates tasks and activities in the teams to assure the compliance with the planned activities and overall team objectives;
2. Verifies and checks operational files on completeness and accuracy as per established IOM and donor regulations.
3. Coordinates possible action in case of irregularities and contacts the appropriate department to rectify and complete the file with all the relevant requirements
4. Assists and supports all OPS teams, in accordance to the AVRR Project and to the “Controlling guidelines”, to ensure the ongoing observance of quality standards;
5. Prepares the complete file for audit submission including the verification of project-related files as per established regulations; checks the supporting documentation for each case, including payment-related documentation and draws all finance-related information and documents as well as maintain a filing system for donor’s audit.

6. Provides general support to the team as well as conduct case-related work in the absence of other colleagues in the AVRR/department
7. Supports in day-to-day administrative activities.
8. Performs other duties as assigned by the immediate supervisor or the CoM.

Required Qualifications and Experience

Education

- University degree in Business/Public Administration/Social Sciences, and at least two years of relevant working experience

OR

- Secondary school diploma and at least four years of relevant working experience

Experience and Skills

- 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;
- High level of computer literacy in standard MS products.

Languages

Fluency in English and German is required. Knowledge of another official IOM language is an advantage.

Required Competencies

The incumbent is expected to demonstrate the following values and 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 – behavioural indicators level 1

- 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 under the following [link](#).

Other

IOM is committed to a diverse and inclusive environment.

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

The appointment will be subject to certification that the candidate is medically fit and verification of residency, visa and authorizations by the concerned Government, where applicable. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination against COVID-19.

This post is subject to local recruitment. Only applicants holding a valid residence and work permit in Germany will be eligible for consideration.

How to apply:

Interested candidates are invited to submit their applications including a cover letter (not exceeding one page), CV and relevant certificates and references by email at iomdejobs@iom.int.

Please indicate your name, reference code and position title in the email subject.

Due to the large volume of applications, only shortlisted candidates will be contacted.

Posting period:

From 30 November 2022 to 13 December 2022

Contact:

International Organization for Migration / Germany
Human Resources Team
Lisa Rauscher
Email: iomdejobs@iom.int