



**OPEN TO INTERNAL AND EXTERNAL CANDIDATE**

Reference No. : **SVN/MZ10/2023/033**

Position Title : **Finance Assistant**

Duty Station : Beira, Mozambique

Job Family : Finance Unit

Classification : **General Service, G-5**

Type of Appointment : Special Short Term Graded Contract, 06 (six) months with a possibility of extension.

Report to : Resources Management Officer  
As soon as possible

Estimated Start Date :

Closing Date : **07 June 2023**

IOM is committed to a diverse and inclusive environment. For this vacancy, the following internal candidates who meet the eligibility criteria are considered as first-tier candidates:

- Internal candidates on regular or fixed-term contracts should meet the minimum time in post requirement of eighteen months or more at the time of the closing of the SVN.
- The minimum time in post requirement is six months for such internal candidates who are incumbents of a position being advertised or confirmed for discontinuation.
- Internal candidates on short-term contracts should meet the minimum time in post requirement of six months or more at the time of the closing of the SVN.

In addition, all applicants should meet eligibility requirements for languages, education and work experience requirements stipulated in the SVN.

**CONTEXT:**

The International Organization for Migration (IOM), the UN Migration Agency, is a dynamic and growing inter-governmental organization, with 172 member states. IOM is committed to the principle that “humane and orderly migration benefits migrants and society”. Established in 1951 and now active in over 440 field locations worldwide, IOM works with partners,

government, and civil society to promote international cooperation to address operational challenges of migration and mobility, assist in the search for practical solutions to migration problems, and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people. IOM addresses the migratory phenomenon from an integral and holistic perspective, including links to development, to maximize its benefits and minimize its negative effects.

Under the direct supervision of the Resources Management Officer (RMO), in close coordination with Head of Office in Beira and the overall supervision of the Head of Resource Management Unit in Maputo, the incumbent will be responsible for providing finance support services to the mission's activities.

## **RESPONSIBILITIES AND ACCOUNTABILITIES**

1. Assist in managing financial resources by monitoring and controlling assets, reserves, funds, supplies, etc. in accordance with IOM rules and regulations.
2. Assist in preparing annual budget submission and revisions including estimating staff cost as well as rental and utilities, office equipment and supplies, printing, and other contracts, services or running expenses, to include in the budget.
3. Extract and input data from various sources in financial or accounting systems.
4. Assist providing guidance in accounting, budget, and financial related issues.
5. Assist in the preparation of the payroll by executing validity checks on monthly payroll results.
6. Reviews all types of payments starting from purchases to payment requests verifying that they are duly authorized, and all the supporting documents are attached therewith.
7. Create new Vendor Accounts in PRISM.
8. Verify vendor claims for accuracy and conformance with IOM finance policies and instructions.
9. Perform claim verifications against documentation to ensure that purchases/services are properly authorized and that the goods have been received or services rendered.
10. Assist in the preparation of budget, accounting, financial, statistical reports and other reports as required.
11. Provide assistance to all staff services such as travel, expense claims, document retrieval, etc.
12. Ensure proper and systematic completion of all posted payments and other accounting documents according to the established standards.
13. Responsible for the Petty Cash of the office.
14. Perform other related duties as required.

## **EDUCATION**

- Bachelor's degree in business administration, Accounting, Finances, or related fields with three years of relevant professional experience, or

- High School diploma with five years of relevant experience

## EXPERIENCE

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- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.
- Have experience in financial management of accounts, cash handling tasks, finance/accounting, and administrative.
- Have relevant training and field experience, specifically in accounting systems.

## SKILLS

- Knowledge of IOM accounting systems, software and procedures, a distinct advantage.
- Ability to prepare clear and concise reports and to analyse and interpret source information and data.
- Proficient in Microsoft Office applications e.g., Word, Excel, PowerPoint, E-mail, Outlook; previous experience in SAP is a distinct advantage.
- Good communication skills, personal commitment, efficiency, flexibility, drive for results, respect for diversity and creative thinking.
- Have professional certification from a recognized accreditation body in certified public accountant/CPA or certified management account/CMA or chartered accountant/CA is advantage.
- Attention to detail, ability to organize paperwork in a methodical way.
- Discreet, details and clients-oriented, patient and willingness to learn new things; and

## LANGUAGES

Fluency in **English and Portuguese** is required. Knowledge of local languages is advantageous.

## REQUIRED COMPETENCIES

The incumbent is expected to demonstrate the following values and competencies:

**VALUES** - All IOM staff members must abide by and demonstrate these five values:

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **Integrity and transparency:** Maintain 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.
- **Courage:** Demonstrates willingness to take a stand on issues of importance.
- **Empathy:** Shows compassion for others, makes people feel safe, respected, and fairly treated.

## 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 actions and delegated work.
- **Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring, and motivational way.

### Other

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

### How to apply

Interested candidates are invited to submit their applications in **ENGLISH**, with:

- a) Cover letter clearly specify suitability and availability date.
- b) Detailed *curriculum vitae*, including skype user ID, phone number, historical salary and minimum three referees (preferably former direct supervisors).

Please submit your application by email to [iommzbvacancies@iom.int](mailto:iommzbvacancies@iom.int), indicating your name and the reference code above [**Name, SVN/MZ10/2023/033 – Finance Assistant**] as subject. The deadline for applications is **07 June 2023**.

**Only applicant who meets the above qualification will be considered.**

### **No Fees:**

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training, or other fee). IOM does not request any information related to bank accounts.

### **Posting period:**

From 24.05.2023 to 07.06.2023