



OPEN TO INTERNAL AND EXTERNAL CANDIDATE

Reference No. : **SVN/MZ10/2023/082**

Position Title : Finance Assistant

Duty Station : Pemba, 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 : Finance Officer

Estimated Start Date : As soon as possible

Closing Date : **17 October 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:

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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.

Under the direct supervision of the Finance Officer and in close coordination with the Resources Management Officer in Pemba and the overall supervision of the Head of Resources Management in Maputo and in close coordination with Head of Sub Office, the incumbent will be responsible for providing finance support services to the sub office's activities.

RESPONSIBILITIES AND ACCOUNTABILITIES

1. Perform housekeeping and maintenance of records in PRISM-Finance accounting system complying with RAS requirements. Take lead in clearing and maintaining the control accounts in the PRISM-FI system periodically.
2. Ensure that documents received from third parties (suppliers, partners, etc) meet the minimal quality parameters of authenticity, completeness, relevance and ensure compliance with organization rules and procedural requirements and the budget availability, in coordination with RMO, before the payment is made and ensure that entries in PRISM in a timely manner and proper coding is used according to IOM's rules and regulations.
3. Receive and verify all invoices, settlements, and financial reports; prepare the payment request form when it necessary for implementing partners. Prepare SOP and briefing notes, if necessary, for the implementing partners for smooth and transparent accounting towards IOM funding and assistance.
4. Maintain adequate bank balances whilst coordinating for timely replenishment through Mission Funding Requests.
5. Assist RMO in compiling the responses for periodic checklist reviews by RAS and provide input and implementing the preventing measures for reducing/eliminating RAS concerns regarding the maintenance of PRISM-FI of IOM Mozambique.
6. Act as OIC in National Finance Officer absence, and support finance team members to ensure complete, timely and smooth operations of unit's functions.
7. Assist SRMO & RMO in preparation for Audits and coordinate the compilation of required documentation and information for the audit purposes.
8. Support the RMO in regularly assessing the internal control environment on Treasury and compliance with FMRP provisions and requirements.
9. Monitor and follow-upon the timely submission of TEC, RFP liquidation, and documents for advance payment clearing.
10. Maintain and oversee the organized and systematic filing of RFPs/documents monthly.
11. Attend to payment inquiries and reconcile supplier/vendor accounts, as necessary.
12. Perform monthly reconciliation of the books which includes bank reconciliation supervision, review, follow-up and/or coordinate old outstanding vendor items with concerned staff/unit. This includes ensuring the recording of monthly amortization, adjusting/reclassifying entries, and review/clear general ledger suspense accounts.
13. Perform such other duties that may be assigned.

EDUCATION

- University degree from an accredited academic institution, preferably in Accounting or Business Administration with minimum 3 (three) years relevant work experience; or
- Completed High School degree with at least 5 (five) years in relevant work experience with professional certification.

EXPERIENCE

- Good knowledge of and experience in financial management, accounting, and administration
- Experience in audit an advantage.
- Supervisory experience is desirable.

SKILLS

- Professional certification from a recognized accreditation body in certified public accountant/CPA or certified management account/CMA or chartered accountant/CA.
- Sound knowledge of accounting systems and/or SAP.
- Ability to prepare clear and concise reports and to analyses and interpret source information and data.
- High level of computer literacy is required (MS office, specifically Excel).
- Good analytical and problem-solving skills.
- Good communication skills, personal commitment, efficiency, flexibility, drive for results, respect for diversity and creative thinking.
- Ability to lead, coach and work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.
- Ability to undertake duty travel for providing technical supports and offer guidance to the field sub-offices on matters related to accounting system (PRISM) and finance administrative, and efficient resource management matters.

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 2

- **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, indicating your name and the reference code above **[Name, SVN/MZ10/2023/082 – Finance Assistant]** as subject. The deadline for applications is **17 October 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 03.10.2023 to 17.10.2023