



OPEN TO INTERNAL AND EXTERNAL CANDIDATE

Reference No. : **SVN/MZ10/2024/002**

Position Title : **Finance Clerk – 2 Positions**

Duty Station : Maputo, Mozambique

Organizational Unit : Resource Management Unit - Finance

Classification : **General Service, Grade: G-3**

Type of Appointment : Special Short Term – Graded _ 6 months with possibility of extension

Reports to : Senior Finance Assistant

Estimated Start Date : As soon as possible

Closing Date : **20th February 2024**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency 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. For the purpose of 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 175 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 557 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, in order to maximize its benefits and minimize its negative effects.

Under the overall supervision of the Finance Officer, and direct supervision of the Senior Finance Assistant in Maputo, Mozambique, the Finance Clerk will be responsible for providing financial support services to the mission activities.

Responsibilities and Accountabilities

1. Enter the accounts documentation received for bank/cash payments in PRISM on time and use the proper coding according to IOM's rules and regulations.
2. Assist the Senior Finance Assistant in preparing the non-cash voucher for monthly amortization of office expenses and prepare requests for reallocation of expenditure as and when needed for correction entries to be made in PRISM, supporting the non-cash transaction and perform the PRISM noncash entries as and when needed.
3. Provide clerical assistance in preparing the monthly accounting statements and supporting documentation in addition to the assigned tasks during the monthly accounts closure.
4. Assist in maintaining records in the PRISM-FI system; assist in clearing and maintaining the control accounts in the SAP system periodically assist with performing Bank reconciliation when necessary.
5. Assist in preparing and maintaining an office expenditure summary on a monthly basis and assist with VAT claim processing and posting with adequate supporting documents.
6. Provide clerical assistance in monthly and periodic end closures by undertaking quality control checks on the monthly accounts and clearing debtor/creditor accounts in a timely manner.
7. Maintain the financial documentation, including the filing of requests for payments/receipts/noncash transactions on a timely basis, labelling of files and arranging the files in order periodically.
8. Provide clerical support for audit or evaluation related to the projects and external or internal audits of the mission.
9. Perform any other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in Finance or a related field from an accredited academic institution with one year of relevant professional experience; or
- A High school degree/certificate in the above field with at least three years of relevant professional Experience

Experience

- Experience in financial management of accounts, cash handling tasks, finance/accounting, and administrative.
- Have relevant training and field experience, specifically in accounting systems.

Skills

- Solid computer skills, including proficiency in MS Office Packages (Office, excel, Power point, outlook) internet and E-mail.
- Knowledge of Financial and Cash handling, sound administration and organizational skills with strict attention to detail.
- Personal commitment, efficiency and results driven; Ability to work in a highly confidential manner.
- Strong interpersonal skills and ability to work as part of a diverse team; Flexible and able to adapt quickly to new, different environments.
- Mature individual, able to work independently under pressure, able to maintain accuracy, paying attention to details, meeting deadlines and working with minimal supervision.

Languages

Fluency in **English** and **Portuguese** both written and spoken is required.

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.
- 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.
- **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

- **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.

Other

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

Appointment will be subject to certification that the candidate is medically fit for appointment, verification of Education certificates, successful reference checks and security clearances.

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 historical salary, skype user ID, phone number and minimum three referees (ideally former direct supervisors).

IOM only accepts duly completed applications submitted through the IOM online recruitment system, through the link below:

[View the internal job posting](#)

[View the external job posting](#)

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 07.02.2024 to 20.02.2024