



IOM International Organization for Migration

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Position Title : **Finance Assistant**
Duty Station : **Bern, Switzerland**

Classification : **Employee, Grade Equiv. G4 at 40%**
Type of Appointment : **Special, nine months with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **February 16, 2012**

Reference Code : **SVN2012/01(E)B/S-EXT**

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 has a proactive recruitment policy to increase the representation of nationals of non-represented member states. Qualified applicants from the following countries will be favorably considered:

Angola, Antigua and Barbuda, Bahamas, Belize, Benin, Cambodia, Cape Verde, Comoros, Congo, Cyprus, Czech Republic, Djibouti, Dominican Republic, El Salvador, Gabon, Gambia, Guyana, Holy See, Honduras, Jamaica, Lesotho, Libya, Lithuania, Luxembourg, Madagascar, Maldives, Malta, Mauritania, Micronesia, Mongolia, Montenegro, Morocco, Namibia, Nauru, Niger, Nigeria, Paraguay, Rwanda, Seychelles, Slovenia, Somalia, South Sudan, Swaziland, Timor Leste, Togo, Trinidad and Tobago, Tunisia, Vanuatu, Yemen

Applications from qualified female candidates are especially encouraged.

Context:

Under the general supervision of the Chief of Mission (CoM) and in liaison with the Project Officer managing the Reintegration Assistance from Switzerland (RAS) program and the Finance and Admin. Assistant, the successful candidate will perform the following tasks.

Core functions/ responsibilities:

1. Collect the monthly project reports for both RAS Project IDs (as distributed by the Finance and Admin. Assistant) and undertake systematic monthly checks of the reports, specifically:
 - verify the correct charging by Missions world-wide of authorised Reintegration Allowance and Service Fees.
 - check staff and office costs for applicable missions with flat funding and ensure that it remains within budgeted limits.
 - contact Missions regarding incorrect charging (over or under charging) and seek correction and follow-up as required.
 - prepare overview lists for operational staff (according to countries of responsibility) outlining charged reintegration costs and check on a regular basis if requested changes have been done.
 - liaise with the Project Officer and operational staff in regard to RAS financial questions and queries.
 - check all requested corrections have been made, through both verification via monthly reports and the PRISM Portal (electronic view).
 - make the required entries in the relevant Access Database.
 - provide updates on progress of checking to the Project Officer and Finance and Admin Assistant as requested.
 - prepare the yearly financial report and list of cases for operational costs.
 - prepare invoices for other donor individual cases.
2. Perform such other duties as may be assigned.

Desirable Competencies

Behavioural

a) takes responsibility and manages constructive criticism; b) works effectively with all clients and stakeholders; c) promotes continuous learning; communicates clearly; d) takes initiative and drives high levels of performance management; e) plans work, anticipates risks, and sets goals within area of responsibility; f) displays mastery of subject matter; g) contributes to a collegial team environment; h) incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation; i) displays awareness of relevant technological solutions; j) works with internal and external stakeholders to meet resource needs of IOM.

Technical

a) effectively applies knowledge of relevant financial discipline; b) develops / follows internal control procedures to prevent fraud and mismanagement; c) ensures application of institutional financial policies and guidelines.

Desirable Qualifications and Experience

a) completion of secondary school and post-school qualification in Accounting, Commerce, Business Administration or a related discipline. University degree in related fields a distinct advantage; b) three to four years experience in accounting, financial reporting and budget tracking; c) experience in liaison with national, regional and international institutions; d) ability to review a variety of data, identify and adjust data discrepancies; e) identify and resolve operational problems; f) a high level of computer literacy particularly in Microsoft suite of programs, including Access, and exposure to accounting systems, such as SAP.

Languages

Fluency in spoken and written English. German and French or another third language an advantage.

How to apply:

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by February 16, 2012 at the latest, referring to this advertisement.

For further information, please refer to: <http://www.iom.int/jahia/Jahia/pid/165>

In order for an application to be considered valid, IOM only accepts online profiles duly filled in and submitted with a cover letter not more than one page specifying the motivation for applications.

Only shortlisted candidates will be contacted. You can track the progress of your application in your personal application page in the IOM e-recruitment system.

Posting period:

From 26.01.2012 to 16.02.2012

Requisition: Requisition: SVN2012/01 (E) - Finance Assistant (Grade Equiv. G4) - Bern, Switzerland (54405479) Released

Posting: Requisition: SVN2012/01 (E) - Finance Assistant (Grade Equiv. G4) - Bern, Switzerland (54405480) Released