



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Finance Assistant**
Duty Station : **Bangkok, Thailand**
Classification : **General Service Staff, Grade G4 (THB 61,967.50 per month)**
Type of Appointment : **Special short term, Six months with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **22 March 2019**

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.

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 direct supervision of the Project Officer of the EU-funded project “Promoting stability, well-being and harmony for Myanmar Muslims and host communities in Thailand”, the successful candidate will provide support for the overall management of the Project and will be the focal point for communications and visibility of the project.

The project will target the continued vulnerabilities and needs of marginalized Myanmar Muslims (including Rohingyas) as well as disadvantaged Thais in host communities located in the provinces of Tak (Mae Sot), Ranong and Phang Nga.

The project activities aim to create stability and harmony by improving living conditions and access to services; standardizing response and care; and creating coherence and predictability in policy, practice and programming that contribute to the overall wellbeing of this vulnerable group and its host community. Activities will take place in 4 different geographical locations (Bangkok, Mae Sot, Phang Nga and Ranong).

Core Functions / Responsibilities:

1. Support the Project Officer in monitoring the day-to-day accounts of the project and contribute to the overall efficient functioning of project’s financial management and accounting system.

2. Act as the primary focal point for project staff in different geographical locations for contractual, financial and accounting issues related to the implementation of project activities, including for the organization of call for proposals/tenders. With the support of IOM's Central support unit in Bangkok.
3. Train and assist the project staff including in Mae Sot, Phang Nga and Ranong in financial reporting and procedures. He/she will ensure standardized financial monitoring and reporting tools are used consistently across all geographical project locations for the implementation of the project.
4. Support the Project Officer in the context of the funding mechanism which will fund small community-based projects in 5 sectors (health, legal aid, education, livelihoods, protection) in Ranong and Tak (Mae sot), including contracting, financial reporting and accounting in accordance with EU funding requirements by collecting, verifying and processing all financial and legal documents required from beneficiaries; checking financial viability of the beneficiaries, providing relevant information to Project Officer to facilitate the financial negotiation with beneficiaries (budget adjustments, information on eligibility of costs, etc.); preparing the project implementation agreement/amendment with the selected beneficiaries and process requests for payments in accordance with EU requirements.
5. Liaise with Field Coordinators based in the offices of Mae Sot, Phang Nga and Ranong to produce monthly financial statements, highlighting under/overspent and progress in budget implementation and contractual, financial and/or accounting difficulties encountered in the reporting period.
6. Ensure all contracts and contractual correspondence is systematically registered; and establish an inventory with all assets acquired over the course of the project in accordance with donor requirements and provide translation of documents as and when required.
7. Support the organization and coordination of the Project Steering Committee (PSC) activities by preparing necessary financial documents including the activity budget.
8. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree in Accounting, Financial Reporting, Management or a related field from an accredited academic institution with two years of relevant experience; or
- Completed High school / Secondary school education with four years of relevant experience.

Experience

- Experience in sound financial management and reporting for donor-funded projects at non-governmental organizations, international governmental organizations or government institutions.
- Experience in financial management of EU-funded projects a distinct advantage.

- Proven experience in accounting and financial management for grass-root and community-based organizations community-based projects.
- Knowledge of EU administrative and financial procedures.
- Experience working in a multi-cultural environment and respect of diversity.
- Good writing and communication skills.
- Computer literate.

Languages

For this position, fluency in English is required (oral and written).

Required 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

- 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 vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Please submit your Curriculum Vitae & Letter of Application (indicate the position you are applying for in the subject line of your message) including two non-related work referees to the attention of:

Human Resources Department
International Organization for Migration – The UN Migration Agency

Email: bkkrecruitment@iom.int (Indicating the Position applied on the Subject Line)

Closing Date for Applications is 22 March 2019.

Please note that only the short-listed candidates will be contacted.

Posting period:

From 08.03.2019 to 22.03.2019