



IOM International Organization for Migration  
OIM Organisation Internationale pour les Migrations  
OIM Organización Internacional para las Migraciones

**OPEN TO INTERNAL AND EXTERNAL APPLICANTS**

<b>Position Title</b>	<b>General Accounting Assistant</b>
<b>Organizational Unit</b>	<b>Manila Financial Services (MFS) - Central Accounting Support (CAS)</b>
<b>Duty Station</b>	<b>Manila (Global) Administrative Centre</b>
<b>Classification</b>	<b>General Service Staff/G-3</b>
<b>Type of Appointment</b>	<b>One-Year Fixed-Term (with possibility of extension)</b>
<b>Estimated Start Date</b>	<b>As soon as possible</b>
<b>Closing Date</b>	<b>22 June 2017</b>
<b>Reference Code</b>	<b>VN No. 027/2017</b>

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.

**CONTEXT**

Under the general supervision of the National Central Accounting Officer and the direct supervision of the General Accounting Supervisor, the successful candidate will be mainly responsible for Travel Claims Processing.

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**Manila (Global) Administrative Centre**

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## ***CORE FUNCTIONS / RESPONSIBILITIES***

- Carry out preliminary review of the travel expense claim of Regional Directors, Head of Special Liaison Offices and Administrative Centers to verify the validity and accuracy of claim in accordance with IOM Travel Rules and Regulations;
- Timely submit processed travel claim for supervisor's verification;
- Send reviewed travel claim to relevant offices and update monitoring file;
- Clarify general queries from claimants and others pertaining to the settlement of travel claims;
- Review and check related entries for air tickets. Coordinate with concerned offices the update of ticket status in iGATOR. Verify proper reclassification entries on the correct accounts and projects. Review and coordinate any outstanding item in suspense account for staff travel costs;
- Check entries erroneously posted and coordinate reclassification entries to the concerned offices;
- Provide general advice to offices regarding interpretation of the travel regulation, expense claim computations and assist users for some travel module queries;
- Keep abreast of revisions and developments in Travel Rules and Regulations and travel module;
- Assist with the management of CAS – Travel Claims mailbox;
- Maintain secure and organized filing system of travel expense claim files;
- Perform other accounting functions as maybe required.

## ***REQUIRED QUALIFICATIONS AND EXPERIENCE***

### **Education**

- University degree in Finance, Accounting or a related field from an accredited academic institution, with one year of relevant professional experience in Accounting or Finance; or
- Completed High School degree from an accredited academic institution, with three years of relevant professional experience.
- Certified Public Accountant (CPA) or equivalent an advantage.

## **Experience**

- Knowledge of accounting systems and/or SAP plus generally accepted accounting principles and internal controls;
- Computer literacy including proficiency in MS Office applications;
- Audit experience an advantage;
- Good analytical and problem-solving skills.

## **Languages**

Fluency in English is required. Working knowledge of French and/or Spanish an advantage.

## **REQUIRED COMPETENCIES**

### ***Behavioural***

- Accountability – takes responsibility for action and manages constructive criticisms;
- Client Orientation – works effectively well with client and stakeholders;
- Continuous Learning – promotes continuous learning for self and others;
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services;
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others;
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter;
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation;
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

## **HOW TO APPLY**

In order for an application to be considered valid, IOM will only accept applications which should include a cover letter (not more than one page) and résumé highlighting the required education and experience or a duly completed IOM Personal History Form. To access the form, please visit <https://www.iom.int/countries/philippines/general-information>.

Interested applicants may send their applications to [hrmanila@iom.int](mailto:hrmanila@iom.int) not later than **22 June 2017**. Position title and VN Number should be specified in the SUBJECT field.

Philippine citizen or foreign national with valid work permit/visa can apply. Applications from qualified female candidates are especially encouraged.

Only short-listed candidates will be invited for an interview.

***Posting Period:***

From 15.06.2017 to 22.06.2017

Requisition: VN 027/2017 – General Accounting Assistant (G-3) – RE-ISSUED

Posting Channel: For Internal and External Candidates

Date created: DPG 26 May 2017