

## **IOM VACANCY ANNOUNCEMENT**

**SVN/2024/006 – IOM-ZM**

### **Open to Internal/External Candidates**

Position Title: **Finance and Procurement Support Assistant**  
Duty Station: **Lusaka, Zambia**  
Classification: **G4**  
Type of Appointment: **SST Graded – 6 months with possibility of extension.**  
Estimated Start Date: **As soon as possible**  
Closing Date: **06 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, 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 overall supervision of the Chief of Mission, IOM Zambia, and the direct supervision of the Senior Finance Assistant (Resource Management Unit) will perform the following duties:

### **Core Functions / Responsibilities:**

1. Assist in handling payment-related activities within the main office and in the field during programme field mission activities
2. Assist with timely PRISM entry posting for valid incoming and outgoing payment.
3. Maintain cancelled cheques' file in the form of excel list and hard copy of said cancelled cheques.
4. Assist with regular follow up of liquidation of advances, maintain and ensure no advance remains outstanding beyond 30 calendar days.
5. Support implementation of controls on vendor, staff and operational advances and payments.
6. Assist with preparation of monthly bank reconciliation and post relevant entries in a timely and IOM-compliant manner.
7. Assist to verify all payments with complete supporting documents, do timely review, approval, posting of PRISM entry.
8. Assist with thorough review of TAs, TECs, RFPs and other documents submitted to Finance for validity and completeness of support documents.

9. Assist with preparing and updating the mission's records of assets and participate in the asset inventory.
10. In coordination with the Logistician, assist with monitoring compliance of Logistics Unit with regards to maintenance of fuel logs books for the mission's vehicles and timely submission of monthly fuel consumption and WBS report.
11. Manage the financial documents filing, retrieving and archiving system in accordance with IOM policies and procedures.
12. Participate in capacity-building sessions, to increase knowledge of colleagues in the mission and to improve their compliance with IOM policies and procedures.
13. Assist in the updating and maintenance of finance materials, policies and templates in the common drive.
14. Assist in monitoring financial and other resources management activities.
15. Participate in resolving the issues raised by Regional Accounting Support (RAS), and in the month- end closure documentation and activities.
16. Provide general recommendation of procedural improvement, internal controls and best practices to improve compliance with IOM policies and procedures and contribute to improved work efficiency.
17. Perform any other related duties as may be required or assigned.

### ***Required Qualifications and Experience***

#### **Education**

Diploma or Certificate in Accounting/ Finance/ Commerce/ Business Administration and another related course.

#### **Experience**

- Minimum of three years' work experience in financial management, accounting, and budgeting.
- Good knowledge of computerized accounting systems and software. Knowledge and experience with SAP are favorable.
- Familiar with financial oversight and administration as well as procurement policies and procedures

#### **Languages**

Fluency in English (oral and written) and working knowledge of local languages spoken in the duty station.

### ***Required Competencies***

The incumbent is expected to demonstrate the following values and competencies:

**Values** - all IOM staff members must abide by and demonstrate these three values:

- Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- 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.

**Core Competencies** – behavioural indicators *level 1*

- 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,

### ***How to apply:***

Interested applicants should submit their electronic applications (Motivation letter and CV only) addressed to Resource Management Officer (RMO), IOM Lusaka using Recruitment email address: [iomlusakarecruitment@iom.int](mailto:iomlusakarecruitment@iom.int) not later than **06 February 2024**. Remember to quote the Vacancy No. **SVN/2024/006 – IOM-ZM** and position title: **Finance and Procurement Support Assistant** in the subject line.

WELL QUALIFIED CANDIDATES, PARTICULARLY FEMALES ARE STRONGLY ENCOURAGED TO APPLY.

**Only shortlisted candidates will be contacted.**

**Posting period: From: 24.01.2024 to 06.02.2024**