

POST DESCRIPTION

SECTION 1

Position Information

Position Title	Administrative & Finance Assistant
Position Grade	G4
Duty Station	Buea, South-West - Cameroon
Type of contract	Special short-term graded six months with possibility of extension
Job Family	Finance
Organizational Unit	10013026
Number of Positions	01
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Position rated on	Pre-classified
Reports directly to	DTM Coordinator & Snr Admin & Finance Assistant
Number of Direct Reports	0

SECTION 2

Organizational Context and Scope

Established in 1951, IOM is the United Nations Organization in charge of Migrations 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.

Under the overall supervision of the Chief of Mission (CoM) in Cameroon for administrative matters, and the direct supervision of the Head of Sub-Office and Senior Administrative and Finance Assistant, the successful candidate will be responsible and accountable for providing assistance in the administrative – finance functions.

SECTION 3

Responsibilities and Accountabilities

The responsibilities of the financial administration can be summarized as follows:

- 1- Prepare request for payment (RFP) / Receipt of projects expenditure and revenue.
- 2- Participate in the pre-grant financial assessments of potential partners by reviewing partner financial information for any indications of poor financial management;
- 3- Assist in reviewing proposals from potential partners, making recommendations on:
 - a- Reasonableness of the proposed budget
 - b- Actions that need to be undertaken before entering into a grant agreement
 - c- Requirements that should be incorporated into partner's grant agreement to manage specific risks.

- 4- Monitor the financial aspect of the successful implementation of grants under the program throughout the lifecycle of each grant - from award to close out.
- 5- Verify and facilitate administrative and financial compliance of all grants. Train the admin and finance staff of partners as appropriate.
- 6- Ensure that the system for tracking grants and implementation progress is in place.
- 7- Verify that all financial reports submitted by partners are in compliance with the requirements as per grants agreement.
- 8- Discuss with partners any financial management weaknesses and, where appropriate, prepare action plans to mitigate them.
- 9- Review disbursement requests to ensure that all reporting and compliance requirements and/or pending queries have been satisfied before funds are disbursed.
- 10- Prepare budget vs expenditure reports of projects and provide critical review to RMU and Project Managers.
- 11- Coordinate with country office on Purchase Request, expenses reports, RFP.
- 12- Considering project requirement and in coordination with Procurement Unit Assist in procurement process
- 13- Suggest improvements to internal controls to improve operational efficiencies.

SECTION 4

Required Qualifications and Experience

EDUCATION

- High School diploma with four years of relevant experience; or, two years of relevant professional experience.
- Bachelor's degree in Business Administration, Accounting, Finances, or related fields with

EXPERIENCE

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook; previous experience in SAP is a distinct advantage;
- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

SKILLS

- Knowledge of principles of preventive care and disease control.
- Good writing, communication, and negotiation skills;
- Good knowledge of nursing principles, techniques and procedures;
- Good knowledge of public health as well as general migration related issues;
- Demonstrated ability to maintain detail, accuracy and confidentiality at all levels of the health assessment process;

SECTION 5

Languages

REQUIRED

Fluency in English and French.

DESIRABLE

Working knowledge of any other official IOM language is an advantage.

SECTION 6

Competencies¹

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

VALUES - All IOM staff members must abide by and demonstrate these five 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-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 actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

MANAGERIAL COMPETENCIES - Behavioural indicators-Level 2

Leadership: Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.

Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.

Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.

Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.

Humility: Leads with humility and shows openness to acknowledging own shortcomings.

SECTION 7

How to apply

Interested applicants will have to submit their resume and cover letter to the attention of the Chief of mission of IOM Cameroon at IOMCameroonApplication@iom.int by February 14, 2024, with the subject of the email being **“Administrative & Finance Assistant” (Buea)**.

Only applications that respect the above guidelines will be considered.

Only shortlisted candidates will be contacted.

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.