



VACANCY NOTICE
IOM LIBYA MISSION IN TUNIS
(OPEN TO INTERNAL AND EXTERNAL CANDIDATES)

Position Title:	Project Assistant (Admin & Finance assistant)
Duty Station:	IOM Libya in Tunis, Tunisia
Classification:	G5
Type of Appointment:	Special Short Term for 6 months with possibility of extension.
Estimated Start Date:	As soon as possible
Closing Date:	03 July 2017
Reference Code:	LY20-2017-012

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 overall supervision of the, Senior Project Coordinator, under the direct supervision of the Operations Coordinator (VHR), and in close coordination with the Resource Management unit in the Mission, the incumbent will provide assistance to the Voluntary Humanitarian Return and Reintegration Assistance (VHR) unit to ensure compliance with the relevant IOM rules and regulations in the areas of Administration and finance, procurement, and other relevant administrative areas.

Core Functions / Responsibilities:

Finance:

1. Liaise with missions to ensure program charges are correctly conducted and orderly reflected in PRISM
2. Monitor expenditures, compare with approved budgets and suggest adjustments as necessary
3. Prepare and follow up on outstanding invoices with service providers and keep record.
4. Prepare the payment request form when necessary
5. Calculate daily fees for CTG contracted staff
6. Coordinate with Finance unit to minimize or eliminate any pending payments
7. Provide support in the alignment of existing planning and budgetary indicators and targets to ensure that they are appropriately presented
8. Provide advice and guidance with respect to financial instructions, procedures, processes and practices;
9. Suggest improvements to existing internal controls

Human Resources

10. Initiate, process, monitor, and follow-up on actions related to the administration of the project's human resource activities, e.g., recruitment, entitlements, performance evaluation, separation, training etc., ensuring consistency in the application of regulations and procedures.
11. Establish and manage proper filing system for the VHR unit ensuring confidentiality of the data
12. Monitor VHR CTG staff attendance and facilitate timely payment of salaries.
13. Maintain record on daily attendance of VHR CTG contracted staff and submit it to HR on monthly basis;
14. Coordinate closely with HR unit for the contracts renewal of the VHR unit staff and consultants
15. Coordinate recruitment processes and staffing needs of the VHR unit with HR unit
16. Provide advice and guidance to the staff with respect to HR procedures, processes and practices

Logistics/Procurement

17. Review, record and prioritize purchasing requests and obtains additional information/documentation as required; determine the availability of vendors and funding sources.
18. Monitors status of existing requisitions, maintain contact with suppliers to ensure timely delivery of goods and services, coordinates shipment of goods/commodities/equipment to HQ and field missions, verify receipt and inspection of deliverables and accurately reports, as and if required.
19. Organize workshops, meetings and events with civil society, NGOs, and other relevant stakeholders;
20. Coordinate production of different projects banner and other visibility materials for program needs;
21. Prepare payment documentation and liaise closely with the finance section concerning payment of purchased and delivered goods and services
22. Perform such other duties that may be assigned

Required Competencies:

The incumbent is expected to demonstrate the following technical and behavioral

Accountability

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

Client Orientation

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries
- Keeps clients informed of developments and setbacks

Continuous Learning

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills

- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

Communication

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

Creativity and Initiative

- Actively seeks new ways of improving programmes or services
- Expands responsibilities while maintaining existing ones
- Persuades others to consider new ideas
- Proactively develops new ways to resolve problems

Leadership and Negotiation

- Convinces others to share resources
- Actively identifies opportunities for and promotes organizational change
- Presents goals as shared interests
- Articulates vision to motivate colleagues and follows through with commitments

Performance Management

- Provides constructive feedback to colleagues
- Identifies ways for their staff to develop their abilities and careers
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures
- Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations

Planning and Organizing

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans
- Adjusts priorities and plans to achieve goals
- Allocates appropriate times and resources for own work and that of team members

Professionalism

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration Solutions

Teamwork

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

Technical

- •Effectively applies knowledge of relevant financial discipline
- Develops / follows internal control procedures to prevent fraud and mismanagement;
- Ensures application of institutional financial policies and guidelines;
- Advocates incorporation of financial considerations into processes and procedures;
- Effectively applies knowledge of multiple financial disciplines to monitor and manage the work of staff

Required Qualifications:

Education & Experience:

- University degree in Business Administration, Political Sciences, Development Studies, International Relations or other relevant field from an accredited academic institution with three years of professional relevant experience
- Experience in Administration and resource management;
- Familiarity with UN common system or similar systems ;
- High level of computer literacy. Good knowledge of MS Office.
- Experience in the field of migration

Languages:

Fluency in Arabic, English

How to apply:

Interested candidates are invited to submit their updated CV with a cover letter to hrdlibya@iom.int, by **03 July 2017** at the latest, mentioning the reference code and the job title in the subject line. Emails without such indication will not be considered.

Only shortlisted candidates will be contacted.

Posting period:

From **19.06.2017** to **03.07.2017**