



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

Position Title: Treasury Assistant
Duty Station: IOM Libya in Tunis, Tunisia
Classification: G4
Type of Appointment: Special Short Term for 6 months with possibility of extension.
Estimated Start Date: As soon as possible
Closing Date: 10 August 2018
Reference Code: LY20-2018-003

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 Chief of Mission of Tunisia and the direct supervision of the Resource Management Officer, the incumbent will be responsible for carrying out budgetary and financial activities of the mission.

Core Functions / Responsibilities:

- Payment of International/ National staff (medical/ cash advances, Daily Subsistence Allowances, etc.) and vendor down-payment.
- Ensure that checks are processed accurately; review and validate bank details used in wire transfer; ensure that wire transfer are processed, signed and authorized.
- Responsible for releasing payments vendors and ensure that official or acknowledgment receipts are on hand prior to release.
- Responsible for preparing MPR and ensure that transaction are booked and recorded in PRISM prior to sending to MTS for payment and all required documents are attached and is authorized by the Chief of Mission.
- Ensure that payment clearing documents in SAP vendor account is done as well as proper recording to cash GL in PRISM.
- Arrange the proper and timely execution of payments relating to rentals, administrative expenses, project related, medical reimbursements and payroll remittances. Process payments instructions in a timely and accurate manner. Ensure that all vouchers and other relevant materials are completed, properly authorized, correctly computed and in compliance with internal guidelines.
- Assist for monthly payroll runs, and generating monthly payroll reports for National staff in the mission through PRISM HR; secure authorization for approval and ensure timely submission to CIB for payment of salaries before due date.
- Responsible for updating various excel files maintained by the unit such as summary of MPR's, Mission Funding request, and other miscellaneous payments for ease references in finding vouchers during audit queries and investigations.

- Responsible for mission revolving funds (Petty cash funds) and ensure timely recording in FBCJ are done and cash balances are tallied regularly for eventual cash count.
- Responsible for filing vouchers for all transactions of the missions and ensure that filing of financial related documents are updated and relevant records are maintained for ease reference.
- In charge of timely check collection and cashing checks by following up with vendor to avoid outstanding checks.
- Having full responsibility of cash keys and in case of absence, proper hand over should be performed with the staff backstopping cash payments.

Responsible for other duties within the incumbent's capabilities that might be assigned by the RMO and

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 from an accredited academic institution in Accounting, Finance, Administration or any other related discipline with two years of experience; or Secondary School Diploma with four years of relevant experience.
- Relevant working experience in the field of treasury or finance; experience in the banking industry is a distinct advantage.
- Experience in PRISM SAP or other related treasury/ accounting package is preferable.

Languages:

Fluency in Arabic, English

French is an advantage

How to apply:

Interested candidates are invited to submit their updated CV with a cover letter to hrdlibya@iom.int, by **10 August 2018** 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 **03.08.2018 to 10.08.2018**