



Organisation internationale pour les migrations (OIM)  
L'organisme des Nations Unies chargé des migrations

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**SPECIAL VACANCY NOTICE**  
**IOM TUNISIA: VATN/2018-020**  
**Senior Finance Assistant**  
**Extended (09/12/2018)**

The UN agency for Migration – IOM Tunisia is looking for a **Senior Finance Assistant** according to the terms of reference stipulated below. Interested candidates are invited to submit their applications PHF/CVs and cover letter specifying the motivation for applications to **Tunisrecruitment@iom.int** no later than 09<sup>th</sup> December 2018; indicating the reference code in the subject.

Please note that only short-listed candidates will be contacted

<b>Position Title:</b>	Senior Finance Assistant
<b>Duty Station:</b>	Tunis, Tunisia
<b>Classification:</b>	G6
<b>Type of Appointment:</b>	Special Short Term contract; 6 months-with possibility of renewal
<b>Estimated Start Date:</b>	November 2018
<b>Reference Code:</b>	VATN/2018-020

**Organizational Context and Scope:**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN organization 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.

Under the direct supervision of the National Resource Management Officer and the overall supervision of the Chief of Mission, the Finance analyst, based in Tunis, will provide necessary support to the Finance team within the Resource Management Unit in Tunisia.

In particular, he/she will:

**Core Functions / Responsibilities:**

The successful candidate will be responsible for:

1. Provide specialized support preparing annual budget submission and revisions including estimating the cost of staff as well as rental and utilities, office equipment and supplies, printing, and other contracts, services or running expenses;
2. Create project structure in SAP prepare BNP for activation of project code in SAP;
3. Assist project manager in budgeting for new project in absence of RMO;
4. Assist in monitoring compliance with financial policies, procedures, rules and regulations;
5. Consolidate data into financial statements and assist in monitoring expenditures to ensure they remain within authorized levels;
6. Manage financial resources through monitoring and controlling assets, reserves, funds, supplies, etc. in accordance with IOM rules and regulations;
7. Keep record and notify project managers on interim and final financial report due date to donor;
8. Coordinate and follow up with procurement department, operations department for clearance of commitments due on/before closing of project end period;
9. Prepare interim/final financial report using donor/IOM template before due date to donor;
10. Assist in the preparation of budget, accounting, financial, statistical reports and other reports as required;
11. Assist in improving internal controls systems, the efficiency and timely delivery of finance (budget/reporting) services in the mission;
12. Provide procedural guidance to managers and staff; guide and train other finance support staff;
13. Provide assistance responding to audit queries and follow up on audit recommendations;
14. Verify staff remuneration including travel allowances processing in line with the applicable regulations for IOM and donors;
15. Act as an alternate Approving Officer in the absence of the RMO;
16. Provide general support to the team in the absence of the other colleagues in the Finance Department;

17. Perform any other duties as may be assigned.

**Required Competencies:**

- Shows respect and sensitivity towards gender, culture, ethnicity, religion, sexual orientation, political conviction and other differences;
- Embraces and encourages transparency, balancing this with the need for discretion and confidentiality as appropriate;
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Helps create a positive team spirit, putting aside personal considerations to help the team achieve its goals;
- Fosters a sense of team spirit by developing a shared understanding, accountability and enthusiasm for the team's work;
- Produces high-quality results and workable solutions that meet clients' needs;
- Anticipates constraints, identifies solutions and takes responsibility for addressing critical situations;
- Aligns projects with Organization's mission and objectives and demonstrates a good understanding of the impact of team's and own work on external and internal counterparts;
- Encourages knowledge-sharing across units/departments and ensures that knowledge is captured, recorded and disseminated appropriately;
- Builds networks for the effective communication and exchange of knowledge and ideas and puts others into contact with various sources of knowledge;
- Plans and organizes work with a clear and deliberate focus, ensuring commitments are easily identified and progress is widely communicated;
- Shares information and keeps others up to date; actively seeks others' views and ideas and respects their contribution;
- Assigns responsibilities fairly and manages performance, taking account of individual strengths, workloads and interests;
- Encourages others to take responsibility for their performance; promotes ownership, responsibility and accountability for desired results at all levels;
- Creates an atmosphere of trust and confidence in which others can talk and act without fear of repercussion;
- Aligns own actions to the Organization's vision, values and mandate;
- Identifies key issues/priorities in complex situations and how they may be related to one another.

**Required Qualifications:**

**Education & Experience:**

- High School Degree/Certificate degree in a relevant field such as Finance, Accounting, Business management, an accredited academic institution and six years of relevant professional experience; or bachelor or Equivalent or Higher degree in the above fields with four years of relevant professional experience Demonstrated ability to communicate clearly and effectively;
- Experience in finance, analysis, procurement and supply chain management and/or experience of financial auditing;
- Excellent computer skills, especially in MS Office;
- Experience in SAP;
- Experience working with international NGOs, local NGOs or civil society organizations would be an asset.

**Languages:**

Fluency in oral and written in English, French and Arabic is required.

**Posting period:**

From 08.11.2018 to 09.12.2018