



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

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## **SPECIAL VACANCY NOTICE**

### **IOM TUNIS: VA/TN2018-015**

#### **Finance Assistant**

The UN agency for Migration – IOM Tunisia is looking for a **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](mailto:Tunisrecruitment@iom.int) no later than **17 April 2018**; indicating the reference code in the subject.

Please note that only short-listed candidates will be contacted

<b>Position Title:</b>	Finance Assistant
<b>Duty Station:</b>	Tunis, Tunisia
<b>Classification:</b>	G4
<b>Type of Appointment:</b>	Special Short Term Contract, 6 months with possibility of extension
<b>Estimated Start Date:</b>	As soon as possible
<b>Closing Date:</b>	17 April 2018
<b>Reference Code:</b>	VA-TN 2018-015

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 and direct supervision of the Senior Resource Management Assistant, the incumbent will be providing support to the IOM office in Tunis in terms of administration and finance requirements.

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

- Maintain accounting books as well as the cash and bank balance of IOM Tunis;
- Custodian of petty cash for office expenditures; collect funds, make disbursements duly authorized and maintain cash ledger in line with the prevailing instructions and posting of transactions in SAP;
- Prepare mission's treasury payment runs and proposals in SAP and follow up on the delivery process of checks to service providers and vendors;
- Prepare bank transfers and cheques and follow up on the delivery process of checks to service providers and vendors;
- Assist in the timely filing of vouchers and receipts in chronological order
- Provide logistic support (e.g., photocopying and scanning documents, taking care of vouchers prepared by the unit, etc.)
- Maintain an efficient filing system for vouchers/financial documentation;
- Verify invoices, supporting documentation and ascertain that the equipment, supplies or services they refer to were duly received or provided before proceeding with payment request;



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- Keep the register of the issued Travel Authorizations and Travel Documents, and follow-up on
- the timely settlement of all travels
- Perform DSA calculations and Expense Claims calculations
- Bring to the attention of the supervisor any relevant accounting issues
- Sort vouchers into separate files as needed during special audits of various projects
- Assist in the preparation of the monthly/annual financial statements and financial reports for the mission;
- Assist in preparation of funding requests to HQ and ensure that sufficient funds are available locally ;
- Keeping the confidentiality matters as defined by the mission's requirements and IOM sources
- Assist in accurate financial tracking and record keeping of the daily projects financial activities.
- Assist in maintaining financial reporting system for the on-going projects so that project commitments and expenditures are tracked according to IOM standards.
- Maintain the accounting system including regular maintenance functions and monthly closing procedures; including:
  - Following up on clearance advance payments
  - Clearance of GL accounts (including VA's) as needed
  - Undertake duty travel related as required;
  - Perform such other duties as may be required

### **Required Competencies:**

#### **Behavioral:**

- Accepts and gives constructive criticism
- Follows all relevant procedures, process and policies
- Meets deadline, cost and quality requirements for outputs
- Establishes and maintains effective working relationships with clients.
- Demonstrates interest in improving relevant skills.
- Actively shares relevant information.
- Clearly communicates and listens to feedback on changing priorities and procedures.
- Proactively develops new ways to resolve problems.
- Provides constructive feedback to colleagues.
- Sets clear and achievable goals consistent with agreed priorities for self and others.
- Masters subject matter relate to responsibilities.
- Knowledgeable about and promotes IOM core mandate and migration solutions.
- Actively contributes to an effective, collegial and agreeable team environment.
- Takes joint responsibility for team's work.
- Proactively identifies and advocates for cost-efficient technology solutions.
- Establishes realistic resource requirements to meet IOM needs.

#### **Technical:**

- Effectively applies knowledge of relevant financial discipline
- 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
- Proven computer skills; Proficiency in MS Office package and accounting software
- Knowledge of SAP is an advantage



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## **Required Qualifications:**

### **Education & Experience:**

- High School Degree/Certificate degree in a relevant field such as Accounting, Finance, Business Administration from an accredited academic institution and four years of relevant professional experience ; or Bachelors or Equivalent or Higher degree in the above fields with two years of relevant professional experience or any other related field would be considered as an advantage
  - Demonstrated ability to communicate clearly and effectively;
  - Strong interpersonal & intercultural skills with an attention to detail;
  - Team player; 100% integrity
  - Excellent computer skills, especially in MS Office;
  - Experience in PRISM SAP

### **Languages:**

Fluency in written and oral Arabic and  
French Good knowledge of English

### **Posting period:**

From 03.04.2018 to 17.04.2018