



International Organization for Migration (IOM)  
The UN Migration Agency

## Open to Internal and External Candidates

Position Title : **Finance Assistant**  
Duty Station : **Tunis, Tunisia**  
Classification : **General Service Staff, Grade G4**  
Type of Appointment : **Six months, with possibility of extension**  
Estimated Start Date : **As soon as possible**

Closing Date : **March 20, 2019**

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

IOM is committed to a diverse and inclusive work environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

### **Context:**

Under the overall supervision of the Senior Resource Management Officer and direct supervision of the Resource Management Officer, the incumbent will carry out the following duties and responsibilities:

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

1. Acknowledge receipt of all documents submitted to Finance Unit and ensure the registration of the document in log file;
2. Assist in processing and verifying all supporting documents including invoices and documents submitted by suppliers and service providers;
3. Ensure all supporting documentation and signatures are obtained before finalizing vouchers;
4. Process payments to suppliers and staff members;
5. Ensure all payments are paid in a timely manner, through following up with colleagues and responding to suppliers'/staff's queries;
6. Reconcile monthly all pending vendor account;
7. Create new project structures in the system and prepare relevant documents for the new projects activation process. Prepare Funding Request for the Country Office based on the upcoming anticipated expenses;

8. Maintain a filing system for vouchers and all other financial documentation;
9. Maintain the petty cash account of the IOM Libya Office in Tunis and cover other related duties in the absence of the Treasury Assistant;
10. Provide daily assistance to supervisors by ensuring proper internal controls of finance are in place;
11. Liaise with IOM Libya staff in the Sub-Office for the daily execution of the payments and increasing of efficiency of program implementation;
12. Coordinate all accounting issues with other colleagues in the Finance Unit;
13. Bring to the attention of the RMO any relevant financial and budgetary issues;
14. Process Travel Expense claims;
15. Prepare reports to customs office for tax exempted orders and invoices; and,
16. Perform such other duties as may be assigned;

## ***Required Qualifications and Experience***

### **Education**

- Bachelor's Degree in Business Administration, Accounting, Finance or related academic background, combined with at least 2 years of relevant working experience; or,
- Holder of a Secondary School Diploma, with at least 4 years of relevant working experience;

### **Experience**

- Demonstrated ability to maintain accuracy and confidentiality in performing responsibilities.
- Previous work experience with an international organization and NGOs dealing with refugees would be a strong advantage.
- Strong Computer skills especially in MS Excel, Word and Outlook.

### **Languages**

Fluency in **English** and **Arabic** is required.  
Working knowledge of **French** is advantageous

## ***Required Competencies***

### **Values**

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain 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.

### **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 action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

### ***Other***

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

### ***How to apply:***

Interested candidates are invited to submit their updated CV with a cover letter to [hrdlibya@iom.int](mailto:hrdlibya@iom.int), by 20 March 2019 at the latest, mentioning the job title in the subject line. Emails without such indication will not be considered.

Only shortlisted candidates will be contacted.

### ***Posting period:***

From 14.03.2019 To 20.03.2019