Open to Internal and External Candidates

Position Title: Finance Assistant (2 positions)
Duty Station: IOM Libya in Tunis, Tunisia
Classification: General Service Staff, Grade G5
Type of Appointment: Six months, with possibility of extension
Estimated Start Date: As soon as possible
Closing Date: May 12th, 2020

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.

Context:

Under the overall supervision of Finance and Budget Officer and the direct supervision of Finance Officer / Budget Officer, the Finance Assistant will be responsible for the following duties:

Core Functions / Responsibilities:

1. Assist in managing financial resources by monitoring and controlling assets, reserves, funds, supplies, etc. in accordance with IOM rules and regulations;

2. Assist in preparing annual budget submission and revisions including estimating staff cost as well as rental and utilities, office equipment and supplies, printing, and other contracts, services or running expenses, to include in the budget;

3. Extract and input data from various sources in financial or accounting systems;

4. Assist providing guidance in accounting, budget and financial related issues;

5. Assist in the preparation of the payroll by executing validity checks on monthly payroll results;

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.
6. Reviews all types of payments starting from purchases to payment requests verifying that they are duly authorized and all the supporting documents are attached therewith;

7. Create new Vendor Accounts in PRISM;

8. Verify vendor claims for accuracy and conformance with IOM finance policies and instructions;

9. Perform claim verifications against documentation to ensure that purchases/services are properly authorized and that the goods have been received or services rendered;

10. Assist in the preparation of budget, accounting, financial, statistical reports and other reports as required;

11. Provide assistance to all staff services such as travel, expense claims, document retrieval, etc;

12. Ensure proper and systematic completion of all posted payments and other accounting documents according to the established standards;

13. Responsible for the Petty Cash of the office; and,

14. Perform other related duties as required.

**Required Qualifications and Experience**

**Education**

- High school degree/certificate with minimum five years of relevant work experience; or,
- Bachelor’s Degree from an accredited institution with minimum three years of relevant work experience.

**Experience**

- Excellent communication skills in English and French;
- Previous experience in an international, humanitarian/development organization and/or in capacity building initiatives is an advantage;
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds and respect for diversity and gender equality;
- Strong Computer skills especially in Ms Excel, Word and Outlook
- Ability to pay close attention to details and work with minimal supervision
- Ability to work under pressure and meet deadlines
- Ability to work effectively and harmoniously with a team of colleagues
- Time Management and planning for accounting cycles
- Able to set up internal record tracking

**Languages**
Fluency in **English** and **French** is required.

**Required Competencies**

**Values:** all IOM staff members must abide by and demonstrate these three 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, by 12 May 2020 at the latest, mentioning the job title in the subject line along with this special vacancy notice code SVN.LY20.2020.003.

Emails without such indication will not be considered.

Only shortlisted candidates will be contacted.

**Posting period:**
From 28.04.2020 To 12.05.2020