



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

IOM TUNIS: VA/TN2019-027 Finance/Admin Intern- Extension

The UN agency for Migration – IOM Tunisia is looking for a **Finance/Admin Intern** 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 **19th September 2019**; indicating the reference code in the subject.

Please note that only short-listed candidates will be contacted

Duty Station : Tunis, Tunisia
Position Title : Finance/Admin Intern
Classification : Internship
Type of Appointment : 6 months
Estimated starting date: ASAP

Duties and Responsibilities:

Under the guidance of the chief of mission, and the direct supervision of Senior Resource Management Assistant, the incumbent will provide general Finance support to the Resources management team. S/he will do so in close consultation with relevant partners and colleagues of the IOM Tunis office.

Essential Functions Include:

1. Verify compliance with procurement process for goods and/or services, including contracting conditions in line applicable rules;
2. Prepare reimbursements of expenses for Travel, and other expenses after due verification;
3. Follow up on Accounts Payable processing insuring timely coverage of obligations, in close coordination with the finance team;



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4. Post accounting transactions in SAP accounting system
5. Assist in preparing monthly closure
6. Ensure proper and systematic filing of all validated financial and administrative documents vis-à-vis an adequate administrative and financial control, and future audit;
7. Assist in monitoring budgets versus actual financial data in relation to the implementation of the projects;
8. Prepare monthly budget expenditure reports for assigned projects, and do related analysis.
9. Review and monitor partners financial reporting and compliance.
10. Provide general support to the team in the absence of the other colleagues in the Finance Unit.
11. Assist in reviewing regularly vendor accounts and issue follow up messages for outstanding cases and provide feedback to the supervisor.
12. Update different monitoring tables, prepare Word, Excel documents as instructed
13. Perform other related administrative or financial duties as may be required.

Desirable Qualifications and Experience:

a) Completed university degree from an accredited academic institution, preferably in Finance, Accounting , Economics; b) demonstrated interest in working in related issues; c) sound knowledge of finance, procurement process and accounting systems; d) capacity to effectively interact with colleagues from different units e) clearly communicates, and listens to feedback on, changing priorities and procedures.

Languages:

Full fluency in written and spoken French and English. Knowledge of Arabic is an advantage.

Période pour postuler :

Du 05/09/2019 au 19/09/2019.