



International Organization for Migration (IOM)
The UN Migration Agency

SPECIAL VACANCY NOTICE SVN 017 2024

Open to Internal and External Candidates

Position title : **Finance Assistant**
Organisational Unit: **Resource Management Unit**
Duty Station : **Antananarivo, Madagascar**
Classification : **GS5**
Type of Appointment : **Special Short Term three (03) months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **December 08, 2024**

Organizational context

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.

Under the overall supervision of the Resources Management officer(RMO) and direct supervision of the Senior Finance Assistant in Antananarivo; the successful candidate will be supporting the Resource Management Unit of IOM Madagascar :

RESPONSIBILITIES AND ACCOUNTABILITIES

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.
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;
14. Perform other related duties as required.

Required qualifications and experience

Education

- High School diploma with five years of relevant experience; or
- Bachelor's degree in Business Administration, Accounting, Finances, or related fields with three years of relevant professional experience.

Experience

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook; previous experience in SAP is a distinct advantage;
- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills

- Good on communication and interpersonal skills
- Good on accounting and analytics skills;
- Ability to meet deadlines and work under pressure with minimum supervision;
- Knowledge of financial rules and regulations

Languages

Fluency in English and French

COMPETENCIES

■ The incumbent is expected to demonstrate the following values and 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:** maintains 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

- **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.

Application :

Interested candidates are invited to submit cover letter, detailed CV, educational diploma and professional experience to **iommadagascar@iom.int** no later than **December 08th, 2024** - Only selected candidates will be contacted.