VACANCY NOTICE

Open to Internal and External Candidates

Position Title : Finance Assistant
Vacancy No. : IOMRONBO/VN/003/2019
Duty Station : Regional Office, Nairobi, Kenya
Classification : General Service Staff, Grade G5
Type of Appointment : One Year Fixed Term Contract, with possibility of Extension
Estimated Start Date : As soon as possible
Closing Date : July 15, 2019

The International Organization for Migration (IOM) is the UN Migration Agency. With 166 member states it is committed to the principle that humane and orderly migration benefits migrants and society. Established in 1951 and now active in over 400 field locations worldwide, IOM works with partners, government and civil society to:

1. Assist in meeting the operational challenges of migration and mobility
2. Advance understanding of migration issues
3. Encourage social and economic development through migration; and
4. Uphold the human dignity and well-being of migrants and mobile populations.

Context:

Under the overall coordination of the Regional Director’s Office, with the direct supervision of the EUTF Resource Management Officer, IOM seeks a proactive individual to provide technical support in the implementation of the BMM programme through, the carrying out of administrative and financial tasks at the Regional Migration Management Unit, Kenya. The role is multi-faceted and entails a range of different responsibilities.

The overall Better Migration Management Project is a regional, multi-year, multi-partner project funded by the EU Trust Fund for Africa, and coordinated by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ). IOM is one of the main implementing partners for the project along with UNODC, Expertise France, Italian State Police, CIVIPOL and the British Council.
This two year project will be implemented in the following countries – Djibouti, Ethiopia, Kenya, Somalia, South Sudan, Sudan and Uganda.

The BMM programme takes a regional approach and aims to provide capacity building to improve migration management, in particular to prevent and address irregular migration, including smuggling of migrants and trafficking in human beings. The intervention logic is based on four components: (1) support for policy and legislative development and harmonization for better migration and border governance (2) capacity building in the form of training, technical assistance and the provision of appropriate equipment to those implementing migration related policies; (3) support to the identification, assistance and protection of migrants in need; and (4) awareness-raising with regards to alternative livelihood options, including safe migration.

**Core Functions / Responsibilities:**

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<td>1.</td>
<td>Assist in financial budget revisions, monitoring and reporting of Regional EUTF donor funded projects summarizing activities and expenses by implementing missions in the region and analysing the variances of actual expenditures against budgets by location.</td>
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<td>2.</td>
<td>Regularly monitor the financial activities of the countries implementing the EU funded projects and update the Resource Management Officer on any concerns or matters that require further action/follow up.</td>
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<td>3.</td>
<td>Verify internal control systems are implemented in the different missions implementing EU funded projects, and advise the Resource Management Officer of any potential weaknesses and suggest appropriate recommendations.</td>
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<td>4.</td>
<td>Monitor expenditures in line with budgets and in coordination with the RMO, initiate follow up action with project managers and RMOs in respective missions for instances where budget lines have been exceeded or not utilized in line with the work plan.</td>
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<td>5.</td>
<td>In coordination with the Resource Management Officer, request for disbursements in the contract currency to the amount of the expected financial requirement as per agreement with the donors.</td>
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<td>6.</td>
<td>In coordination with the Resource Management Officer, verify the financial reports submitted by implementing missions including the necessary annexes like assets inventories, and forward these documents including the proof of verification to the donor.</td>
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<td>7.</td>
<td>Monitor and verify billing of Programme staff for private use of IOM assets such as private car usage and personal calls and ensure recording in PRISM.</td>
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<td>8.</td>
<td>File and update all official documents, agreements, amendments as well as correspondences with the donors and missions on any modifications to the original budget or work plan and activities.</td>
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<td>9.</td>
<td>Prepare settlement of travel authorizations for Programme staff in Nairobi and ensure that calculations in expense claim are conforming to the travel rules and regulations.</td>
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<td>10.</td>
<td>Assist Programme staff in booking their travel with Operations department, raise their TA’s and security clearance and ensure that they are duly authorized.</td>
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<td>11.</td>
<td>Perform any other duties as may be required from time to time.</td>
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Required Qualifications and Experience

Education

1. Bachelor’s degree in Finance, Accounting, Business Administration or other related field with three years’ professional experience, CPA II or higher will be an added advantage.

Experience

1. Knowledge of SAP accounting system, generally accepted accounting principles and audit/review procedures.
2. Prior work experience in an international organization is an added advantage.
3. Prior experience on financial monitoring of European Union funded projects will be an added advantage.
4. Ability to analyze and interpret source information and data; capable of designing, reviewing and revising business processes to achieve efficiency.
5. Personal commitment, efficiency, flexibility, drives for results, creative thinking, organized, accurate.
6. Ability to work effectively with people at different levels within and outside the organization and with colleagues from varied cultures and professional backgrounds.
7. Ability to draft correspondence and communicate effectively.

Languages

Excellent command of spoken and written English.

Required Competencies

Behavioural

The incumbent is expected to demonstrate the following competencies:

- Inclusion & respect for diversity – Respects and promotes individual and cultural differences
- Integrity & 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 judgement in meeting day-to-day challenges
- 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
- Managing & 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

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 a Motivational Letter and updated CV, including daytime telephone number, e-mail contact and referees, to e-mail address: ronairobihrdrec@iom.int referring to this vacancy notice.

**Closing Date: 15th July, 2019**
Only Shortlisted Applicants will be contacted.

**NOTE**
NO FEE: The International Organization for Migration (IOM) does not charge a fee at any stage of the recruitment process (application, interview meeting, process or training). IOM does not concern itself with information on applicants’ bank details.

Posting period:
From: **02.07.2019** to **15.07.2019**