



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE

[Open to Internal and External Candidates](#)

Position Title : **Senior Finance Assistant**
VN No : **IOMKCO/VN/012/2024**
Duty Station : **Nairobi, Kenya**
Classification : **General Service Staff, Grade G7**
Type of Appointment : **One Year Fixed Term, with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **21 April, 2024**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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 environment. Internal and External candidates are eligible to apply to this vacancy. For the purpose of the vacancy, Qualified female candidate are encouraged to apply.

Context:

Under the overall supervision of the Senior Resources Management Officer and the direct supervision of the National Finance Officer, the incumbent will assist in planning, leading, organizing and coordinating the activities of the Finance Unit to include but not limited to the following areas: - supervision of finance staff, verification and review of accounts payable and reconciliation of accounts for IOM Kenya Country Office Projects.

Core Functions / Responsibilities:

In particular, he/she will:

1. Provide procedural guidance to managers and staff; supervise, guide and train other finance support staff.
2. Prepare budget, accounting, financial statistical reports and other reports as required.
3. Manage financial resources through monitoring and controlling assets, reserves, funds, supplies, etc. in accordance with IOM rules and regulations.
4. Provide specialized advice and support to Project Managers and/or Chief of Missions/Head of Office/Head of Sub-Office in financial and administrative matters.

5. Prepare annual budget submission and revisions, including estimating and cost of staff as well as rental and utilities, office equipment and supplies, printing and other contracts, services or running expenses.
6. Monitor compliance with financial policies, procedures, rules and regulations.
7. Consolidate data into financial statements and assist in monitoring expenditures to ensure they remain with authorized levels.
8. Provide regular and ad-hoc financial information to support informed financial decision-making.
9. Monitoring and ensuring that month end accounts closure procedures for IOM accounts IOM accounts are regularly performed and reviewed by designated stakeholders.
10. Manage and review the payroll costs by executing validity checks on monthly payroll results.
11. Ensure that disbursements are made based on proper authorizations and supported by legitimate and sufficient documentation.
12. Prepare draft responses or respond to audit queries and follow up on audit recommendations.
13. Review the status and monitor the proper maintenance of vendor accounts in the accounting system.
14. Verify vendor claims for accuracy and conformance with IOM finance policies and instructions.
15. Perform other related duties as may be assigned by the supervisor.

Required Qualifications and Experience

Education

Bachelor's Degree in Finance, Accounting, Business Administration or other related field with five (5) years of relevant professional experience

Or

Qualified CPA (K) OR ACCA will be an added advantage.

Experience

- Knowledge of SAP Accounting principles and audit/review procedures.
- Prior work experience with international humanitarian organizations, non-governmental or government or government institutions/organization in a multi-cultural setting is an advantage.
- Prior experience on financial monitoring of European Union funded projects will be an added advantage.

Skills

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook,
- Attention to detail, ability to organize paperwork in a methodical way.
- Discreet, details and clients-oriented, patient and willingness to learn new things,
- Ability to analyze and interpret source information and data; capable of designing, reviewing and revising business processes to achieve efficiency.
- Personal commitment, efficiency, flexibility, drives for results, creative thinking, organized accurate.
- Ability to work effectively with people at different levels within and outside the organization and with colleagues from varied cultures and professional backgrounds.
- Ability to draft correspondence and communicate effectively.

Languages

Fluency in both written and spoken English and Swahili is required.

Required Values

Inclusion & respect for diversity

- Celebrates diversity in all its forms.
- Shows Respect and sensitivity towards gender, culture, race and ethnicity, religion, sexual orientation, political conviction and other differences.
- Encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people from different backgrounds and orientations.
- Promotes the benefits of diversity; values diverse points of view and demonstrates this in daily work and decision making.
- Proactively addresses any prejudice, biases and intolerance in the workplace.
- Actively contributes to creating and maintaining a safe, harmonious, and respectful working environment free from all forms of discrimination, harassment (including sexual harassment) and abuse of authority.

Integrity & transparency

- Upholds and promotes the United Nations Charter, IOM's Standards of Conduct and Unified Staff Regulations and Rules.
- Delivers on commitments; manages the Organization's resources honestly, reliably and sustainably.
- Embraces and encourages transparency, balancing this with the need for discretion and confidentiality as appropriate.
- Maintains impartiality and takes prompt action in cases of unprofessional or unethical behavior.
- Does not abuse one's position and acts without consideration of personal gain. Is motivated by professional rather than personal concerns.
- Respects the principle of independence and neither seeks, nor accepts, instructions from Member States.

Professionalism

- Demonstrates professional competence, mastery of subject matter and a willingness to improve knowledge and skills.
- Seeks to raise professional standards in oneself and others and others through daily work and activities.
- Is cognizant that taking certain courses of action may threaten the reputation of the Organization.
- Shows self-control and persistence when faced with difficult problems; remains calm in stressful situations.
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- Has a commitment to professional development.

Courage

- Does the right thing, even in particularly challenging and difficult situations.
- Shows resilience and respect in the face of adversity.
- Is decisive and versatile when faced with uncertainty and adapts quickly to change. Is prepared to take calculated risks to achieve the objectives of the Organization.
- Willing to speak up to protect others when misconduct or wrongdoing occurs.

- Is able to provide honest and constructive feedback to peers, direct reports or a supervisor.

Empathy

- Is able to stand in another person's shoes and consider a situation from another perspective, even if one doesn't agree with it.
- Supports and relates to others; actively seeks to emotionally understand what other people may be feeling.
- Is fully present when working with others, actively listening and engaging.
- Encourages collaboration through a willingness to consider multiple perspectives and opinions.

Required Competencies

Teamwork

- Establishes strong relationships with colleagues and partners relates well to people at all levels.
- Is fully aware of the team purpose, respects and understands individual and collective responsibilities.
- Willingly puts in extra effort without being asked and adopts a "hands-on" approach whenever necessary to achieve team objectives.
- Coordinates own work with that of the team to meet agreed priorities and deadlines.

Delivering Results

- Produces quality results and provides quality services to clients.
- Meets goals and timelines for delivery of products or services.
- Manages time and resources efficiently, monitoring progress and making adjustments as necessary.
- Shows understanding of own role and responsibilities in relation to expected results.

Managing and Sharing Knowledge

- Keeps abreast of new developments in own field of competence and creates opportunities for knowledge management initiatives.
- Shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
- Puts new learning into practice and draws on diverse sources of ideas and inspiration.
- Contributes to the identification of improvements to work processes and assists in implementing them.

Accountability

- Accepts personal responsibility for quality and timelines of work.
- Takes ownership of all responsibilities within own role and honours commitments to others and to the organization.
- Operations in compliance with organizational regulations and rules.
- Accepts and gives constructive criticism; acknowledges and corrects mistakes and apply lessons learned for improvement.

Communication

- Presents information using language and sequence of ideas that is easy for recipients to understand.
- Adapts communication to the recipient's needs asks questions clarify and exhibits interest in having two-way communication.
- Encourages others to share their views, using active listening to demonstrate

- openness and to build understanding of different perspectives.
- Listens carefully and genuinely to the views and positions of others; acts on received information.

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.

How to apply:

Interested candidates are invited to submit their application by sending a Motivation Letter and the updated CV to the email hrnairobi@iom.int address referring to this advertisement.

Closing Date: 21 April, 2024

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 08.04.2024 to 21.04.2024