



IOM International Organization for Migration

Open to Internal and External Candidates

Position Title : **Treasury/Administrative Assistant**
Duty Station : **Erbil, Iraq**
Organizational Unit : **Finance Unit**
Classification : **General Service Staff, Grade G4**
Type of Appointment : **Special Short Term contract (SST)**
Duration of Appointment : **Six (6) months with possibility of extension**
Closing Date : **29th May, 2019**
Reference Code : **SVN2019/IRQ/151**

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. Applications from qualified female candidates are especially encouraged as well as the 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.

Context:

Under the guidance of the Chief of Mission (CoM) and under the overall supervisor of Senior Resources Management Officer (SRMO) and direct supervision of the Resources Management Officer (RMO) the incumbent will provide administrative and technical support to the Finance Unit. Her/his duties and responsibilities will be as follows:

Core Functions / Responsibilities:

1. Receive cash payment from self-payers applicants and assure proper handling and documentation of the cash. Ensure timely deposit of the funds collected to the IOM Erbil cashier on a daily basis.
2. Serve as the focal person for MHD Erbil in the submission of request for payments (RFP) that are to be processed by Erbil finance unit
3. Serve as the focal person for PRISM e-filing system for finance unit. Ensure that accounts documentations for bank/cash payments in Erbil and/or its sub-offices are in accordance to IOM's rules and regulations before e-filing and/or archiving.
4. Assist in the preparation of projects/internal/external audits by collecting, compiling and reviewing the request for payments and supporting documents.
5. Maintain an efficient filling and tracking system for incoming/outgoing finance documents;
6. Assist in the distribution/payment of allowances to training participants/beneficiaries in coordination with programs/projects.
7. Maintain cash advance balance of each staff and vendor as well as ensuring that all settlements are submitted on timely manner and are accurate.

8. Support in following up with various operational units/sub-offices in the approval of RFP from authorized signatories.
9. Support other RM units such as (HR, Procurement, IT etc). Serve as a back up of the cashier.
10. Undertake duty travel in Iraq, as needed and required.
11. Perform such other duties as may be assigned.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

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 – behavioural indicators *level 1*

Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

- 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 and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.

- 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: continuously seeks to learn, share knowledge and innovate.

- 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: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.

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

Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

- Presents information using language and sequence of ideas that is easy for recipients to understand.
- Adapts communication to the recipient's needs, asks questions to 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.

Required Qualifications and Experience

Education

- Bachelor's degree in Commerce or a related field from an accredited academic institution with two years of relevant professional experience; or
- High School degree in the above field with four years of relevant professional experience.

Experience

- Work experience in administration; and/or treasury functions;
- Experience of treasury and cash handling;
- Ability to present clear and concise information;
- Good communication and professional presentation skills;
- Delivers on set objectives in hardship situations;
- Flexibility, tolerance and capacity to work in a team;
- Previous work experience with UN or other international NGOs will be an advantage.

Language:

- Excellent command of English and working knowledge of Kurdish & Arabic.
- Any other language is an asset.

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 applications via a link:

<https://iraq.iom.int/jobs/treasuryadministrative-assistant>

In order for an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

Posting period:

From 15.05.2019 until 29.05.2019