



Position Title : National Finance Officer
Duty Station : Harare, Zimbabwe
Classification : National Officer Service Staff NoA
Type of Appointment : Fixed term, one year with possibility of extension
Estimated Start Date : As soon as possible
Reference Number : VN2023/02
Closing Date : 27 March 2023

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.

Context:

Under the overall supervision of the Chief of Mission (CoM) in Zimbabwe and direct supervision of the Resource Management Officer and the incumbent responsibilities will include the following:

Core Functions / Responsibilities:

1. Provide support to the RMO in monitoring and overseeing the financial management for all activities in the CO including the oversight of financial expenditure and accountability.
2. Reviews, analyses, and assists in the finalization of cost estimates and budget proposals, in terms of staff and non-staff requirements, including programmatic aspects; ensures compliance with the medium-term plan and other legislative mandates.
3. Assists staff members, Fund Management Officers, and donors regarding queries on payment and deposit-related issues.
4. Prepare periodical reports: cash flow, contributions, etc.
5. Assists in finalization of budget performance reports, analysing variances between approved budgets and actual expenditures and suggesting adjustments as appropriate.

6. Prepare monthly financial reports of all active grants, project reports and updates for the Finance Department in Zimbabwe; prepare monthly reports for the Project Managers
7. Assist Resource Management Officer on Donor Reporting
8. Create Budget Project Structures in PRISM Financials.
9. To post monthly the mission's payroll and staff projectizations into IOM Accounting system.
10. To post accounting transactions into PRISM Financials accounting system – cash books
11. Verify Request for Payment (RFP), confirm funding availability and ensuring that supporting documents are accurate and complete in accordance with IOM financial rules and procedures and donor expenditure eligibility criteria.
12. Ensure that the correct and appropriate codes (projects and accounts) are used for mission's expenses.
13. Suggest improvement to the existing internal control to safeguard the mission's financial assets; provide inputs for new procedures to complement or to adapt existing instructions taking into
14. To provide regular updates to Resource Management Officer on the status of all outstanding debtors/creditors items
15. To do Bank reconciliation monthly for IOM Zimbabwe Cashbooks.
16. Provide briefing, advice, and technical guidance to staff at all levels on IOM administrative rules, regulations, instructions, and procedures.
17. Interpret administrative policies, rules and regulations and make recommendations for resolving sensitive issues.
18. Supervise and train junior finance staff in relevant areas of finance, budget, reporting administration and compliance to IOM policies and procedures.
19. Provide technical support to project managers throughout the project cycle to ensure compliance with IOM's policies and procedures and any donor-specific requirements.
20. Assist the RMO in reviewing monthly accounting closure records and returns for accuracy, ensure that these are submitted on a timely manner and completed according to IOM's Accounting Policies and Procedures.
21. Assist in preparation of annual budget for the CO and the budgets for all new programmes/projects.
22. Any other related duty as may be assigned.

Qualifications and Experience:

- Master's degree in business administration, Finance, Accounting, Management, or related field from an accredited academic institution; or
- University degree in the above fields with 2 (two) years of relevant professional experience.
- Professional certification as Chartered Accountant or Certified Public Accountant is an advantage.

Experience

- Proficient in Microsoft Office applications e.g., Word, Excel, PowerPoint, E-mail, Outlook; previous experience in SAP is a distinct advantage.
- Effectively applies knowledge of multiple financial disciplines to monitor and manage the work of staff
- Effectively applies knowledge of relevance financial discipline.
- Develops follow internal controls procedures to prevent fraud mismanagement of funds.
- Ensure application of institutional financial policies and guideline
- Attention to detail, ability to organize paperwork in a methodical way.
- Experience in finance accounting and administration
- Discreet, details and clients-oriented, patient and willingness to learn new things; and,
- Prior work experience with international humanitarian organizations, nongovernment or government institutions/organization in a multi-cultural setting is an advantage.
- High commitment to quality and high attention to details
- Possess the ability to liaise effectively with stakeholders.

Languages

For all applicants, fluency in English is required (oral and written).

Required 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 2*

- 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 of 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.

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Managerial Competencies - behavioural indicators *level 2*.

- Leadership: Provides a clear sense of direction, leads by example, and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.
- Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.
- Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.
- Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- Humility: Leads with humility and shows openness to acknowledging own shortcomings.

Other

- Appointment will be subject to certification that the candidate is medically fit for appointment.
- No late applications will be accepted.

How to apply:

Interested candidates are invited to submit their applications to vacancieshre@iom.int by 27 March 2023 at the latest, referring to this advertisement.

Female candidates who are qualified and experienced are especially encouraged to apply.

Only shortlisted candidates will be contacted.

Posting period:

From 13 March 2023 to 27 March 2023