



Position Title : **Administrative Assistant - Finance**
Duty Station : Harare, Zimbabwe
Classification : General Service Staff G5
Type of Appointment : Special Short Term, 3 months with possibility of extension
Estimated Start Date : As soon as possible
Reference Number : SVN2022/16
Closing Date : 8 November 2022

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 Chief Migration Health Officer (CMHO) and, close coordination with the Resource Management Officer and in collaboration with relevant units at Headquarters and the Administrative Centre's, the successful candidate will be responsible and accountable for managing the resources management functions in Migration Health Assessment Centre Harare.

Core Functions / Responsibilities:

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. Assist 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; and,
14. Perform other related duties as required.

Qualifications and Experience:

- 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.

Languages

Proficiency in written and spoken English.

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

- 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.

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 8 November 2022 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 26 October 2022 to 8 November 2022