



Position Title : Finance Assistant  
Duty Station : Harare, Zimbabwe  
Classification : General Service Staff, Grade G5  
Type of Appointment : Special Short Contract with possibility of extension  
Estimated Start Date : As soon as possible  
Reference Number : SVN2023/05  
Closing Date : 29 June 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 and direct supervisor of the Resources Management Officer and close coordination with Project Manager relevant units at the Regional Office and the Administrative Centers in Manila and Panama, the successful candidate will be accountable and responsible for conducting finance and administrative tasks at IOM Office in Zimbabwe.

**Core Functions / Responsibilities:**

1. Provide general financial and administrative support to the project and perform daily work in compliance with general administrative manuals and programme and project manuals.
2. Assist project management in performing budget cycle: planning, preparing, revision and budget execution.
3. Manage financial resources through monitoring and controlling assets, reserves, funds, and supplies in accordance with IOM rules and regulations.
4. Provide assistance in monitoring general administrative and financial aspects related to the project activities.
5. Review the status and monitor the proper maintenance of Vendor Accounts in accounting system.
6. Review that disbursements are made based on proper authorizations and supported by legitimate and sufficient documentation.

7. Monitor compliance with financial policies, procedures, rules, and regulations.
8. Assist in all logistic arrangements concerning project implementation.
9. Provide technical support for maintaining the project resources and provide general financial and administrative support to the project-
10. Any other duties as may be assigned.

**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**

- Experience in administrative work, preferably in an international organization
- Proficient in Microsoft Office applications e.g., Word, Excel, PowerPoint, E-mail, Outlook; previous experience in SAP is a distinct advantage.
- Ability in financial management, and development of projects, is an advantage.

**Skills**

- Delivers on set objectives in hardship situations.
- Effectively coordinates actions with other implementing partners.
- Works effectively with local authorities, stakeholders, beneficiaries, and the broader community to advance country office or regional objectives.

**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 /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.

**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.

**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](mailto:vacancieshre@iom.int) by 27 June 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 14 June 2023 to 29 June 2023