



Position Title : Senior Finance Assistant  
Duty Station : Harare, Zimbabwe  
Classification : General Service Staff, Grade G6  
Type of Appointment : Fixed term, One Year with possibility of extension  
Estimated Start Date : As soon as possible  
Reference Number : VN2024/06  
Closing Date : 24 May 2024

*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 IOM Zimbabwe and direct supervision of the Resource Management Officer (RMO); and in collaboration with relevant units in the regional offices, Headquarters and Administrative centres, the candidate will be accountable and responsible for supporting the management of managing the Finance Functions in IOM Zimbabwe.

**Responsibilities and Accountabilities**

1. Coordinate and support the Finance unit in the office in accordance with the organization's regulations, instructions, policies, procedures, and practices and considering operational activities in the office.
2. Provide procedural guidance to managers and staff; supervise, guide and train other finance support staff.
3. Assist in setting-up and implementing effective financial procedures and internal controls; review audit recommendations on finance matters and coordinate and implement them.
- 4.
5. Manage financial resources through monitoring and controlling assets, reserves, funds, supplies, etc. in accordance with IOM rules and regulations.
- 6.
7. Provide regular monthly financial Reports of the mission and other ad hoc financial information to support informed financial decision making.

8. Assist the RMO 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.
9. Coordinate month end closure and assist monitoring that bank reconciliations for IOM Zimbabwe accounts are regularly performed and reviewed by designated stakeholders.
10. Participate in Finance and other Working Groups in the UN and provide information for decision making purposes.
11. Review the status and monitor the proper maintenance of Vendor Accounts in the mission as per the established policies and procedures.
12. Extract and input data from various sources in financial or accounting systems.
13. Assist and support the MHU finance team by providing guidance on the day-to-day deposit verifications, reconciliation, and revenue recognition processes.
14. Assist in the preparation of the payroll by executing validity checks on monthly payroll results.
15. Reviews all types of payments in the PRISM portal starting from purchases to payment requests verifying that they are duly authorized, and all the supporting documents are attached therewith.
16. Verify vendor claims for accuracy and conformance with IOM finance policies and instructions.
17. Perform claim verifications against documentation to ensure that purchases/services are properly authorized and that the goods have been received or services rendered.
18. Assist in the preparation of budget, accounting, financial, statistical reports, and other reports as required.
19. Review Bank Signatories list and provide information to the RMO for regular updates as required. Ensure proper and systematic completion of all posted payments and other accounting documents according to the established standards.
20. Perform other related duties as assigned.

***Qualifications and Experience:***

- Bachelor's degree in business administration, Accounting, Finances, or related field with four years of relevant professional experience, or High School diploma with six 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.

### **Skills**

- Contributes to colleagues' learning
- Actively seeks new ways of improving programmes or services
- Expands responsibilities while maintaining existing ones
- Adapts best Human Resources practices to the requirements of IOM to facilitate the achievement of strategic objectives
- Adjusts priorities and plans to achieve goals

### **Languages**

Proficiency in written and spoken English.

### **Required Competencies**

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

**Values:** All IOM staff members must abide by and demonstrate these five values:

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **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.
- **Courage:** Demonstrates willingness to take a stand on issues of importance.
- **Empathy:** Shows compassion for others, makes people feel safe, respected, and fairly treated

### **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 for achieving the Organization's priorities and assumes responsibility for own actions and delegated work:
- **Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring, and motivational way.

### **Behavioural**

- Takes responsibility and manages constructive criticism.
- Works effectively with all clients and stakeholders.
- Promotes continuous learning; communicates clearly.
- Takes initiative and drives high levels of performance management.
- Plans work, anticipates risks, and sets goals within area of responsibility.
- Displays mastery of subject matter.
- Contributes to a collegial team environment.

- Creates a respectful office environment free of harassment and retaliation and promotes the prevention of sexual exploitation and abuse (PSEA).
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation.
- Displays awareness of relevant technological solutions.
- Works with internal and external stakeholders to meet resource needs of IOM.

### **Technical**

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

### **Other**

- Appointment will be subject to certification that the candidate is medically fit for appointment.
- Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.
- 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 24 May 2024 at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

### ***Posting period:***

From 10 May 2024 to 24 May 2024