



IOM International Organization for Migration

Vacancy Notice 2017-05

Open to Internal and External Candidates

Position Title : **Administrative and Finance Assistant**
Duty Station : **IOM Budapest**
Classification : **General Service Staff, UG**
Type of Appointment : **SST contract, Six-month with a possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **31 Dec, 2017**

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. 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 direct and the overall supervision of the Head of Office and close coordination with the Finance, Admin and HR Coordinator, the Administrative and Finance Assistant will be responsible for providing general financial accounting, reporting and administrative support.

Core Functions / Responsibilities:

1. Assist in the preparation of financial reports for Mission's projects according to internal and external requirements, in coordination with responsible Project Coordinators and involved field missions as applicable;
2. Assist with financial review and booking of invoices;
3. Assist in the preparation of VAT reclaims and other regular administrative reports of the office;
4. Review and book travel authorizations and travel expense claims;
5. Respond to routine requests for information from desk officers of Donors in relation to financial reporting;
6. Check all payment requests and ensure relevant and timely payments to suppliers and staff members;
7. Assist in preparing documentation for audits;

8. Contribute to the mission's monthly closure;
9. Take part in ensuring that the mission's financial transactions are entered into IOM accounting system SAP/PRISM according to IOM financial regulations and procedures;
10. Contribute to the preparation of standard project budgets for project proposals;
11. Handle the petty cash
12. Provide general secretarial support to the office. Receive, assess and refer telephone calls and personal inquiries to the appropriate staff member(s);
13. Record and distribute mail and other correspondence, ensure correct record keeping and maintenance of appropriate log(s). Create and maintain filing and reference system(s), following IOM guidelines. File and retrieve documents as/when needed for colleagues seeking for particular information;
14. Handle the attendance records;
15. Monitor shipments in and out-bound, local/international dispatch of documents and if necessary other equipment. Responsible for arranging timely dispatch of outgoing mail including DHL/UPS and registered mail, point of contact for related queries;
16. Record appointments, keep and update address book and phone indexes;
17. Draft routine correspondence, type letters, reports, memoranda, faxes, as well as IOM documents and forms related to IOM operational and administrative matters;
18. Attend to the preparation of meetings and conferences visits;
19. Monitor stock of office supplies and order/request the replenishments when it is required;
20. Perform other related administrative or financial duties as may be required.

Required Qualifications and Experience

Education

- Completion of secondary school in Accounting, Commerce, Business Administration or a related discipline with at least 2 years of relevant professional experience; or
- University degree in related fields.
- Professional certification such as ACCA, CPA or ACMA would be a distinct advantage.

Experience

- Experience with supporting office operation/administration is a distinct advantage.
- Experience in working with an international organization is an advantage.

Skills

- A high level of computer literacy, in particular in computerized accounting systems (including SAP) is required. Proficiency in Microsoft Office applications is required.
- Good oral and written communication skills are required.
- Working knowledge of English and Hungarian is required.
- Any other language would be considered as advantageous.

Required Competencies

Accountability

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

Client Orientation

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries

Continuous Learning

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

Communication

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adjusting wording to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

Creativity and Initiative

- Proactively develops new ways to resolve problems

Leadership and Negotiation

- Convinces others to share resources
- Presents goals as shared interests

Performance Management

- Provides constructive feedback to colleagues
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures

Planning and Organizing

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans

Professionalism

- Effectively applies knowledge of relevant financial discipline
- Develops / follows internal control procedures to prevent fraud and mismanagement
- Ensures application of institutional financial policies and guidelines
- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration solutions

Teamwork

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

Technological Awareness

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work

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:

All applications consisting of the CV and a motivation letter should be addressed to iombudapesthr@iom.int quoting the above vacancy notice number. Closing date: **31 December 2017.**

Only shortlisted candidates will be contacted.

Posting period:

From 05.12.2017 to 31.12.2017.