



International Organization for Migration (IOM)
The UN Migration Agency

Vacancy Announcement

Vacancy/Reference Number:	VNSA2024/19
Position Title:	Finance Assistant (Health Assessment Program)
Position Grade:	G5 (UN Salary Scale for General Staff)
Duty Station:	CO Pretoria, South Africa
Appointment Type:	One Year Fixed Term Contract with the possibility of extension
Estimated Start Date:	As soon as possible
Closing Date:	13 May 2024

Context:

Under the overall supervision of the Chief of Mission, under the technical supervision of the Senior Finance Assistant and administrative supervision of the Senior Administrative Assistant (MHAC), the successful candidate will be responsible for the carrying out the following duties and responsibilities in relation to the health assessment program in South Africa.

Responsibilities and Accountabilities

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. Provide assistance to 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.

HEALTH ASSESSMENT PROGRAM SPECIFIC

1. Conduct data entry of financial records related to revenue and expenses in PRISM FI module and perform account reconciliation as well.
2. Assist in submitting and reviewing Travel Authorization (TA), Travel Expense Claim (TEC) and computing the Daily Subsistence Allowance (DSA) and reimbursable expenses.
3. Assist in the verification of financial transactions and reports from service providers.
4. Assist in processing payment requests on time, based on authorized claims or invoices in line with IOM's financial and other relevant regulations and instructions. Ensure completeness and accuracy of supporting documentation for payments and assist in implementation of necessary internal controls for all administrative and financial procedures of MHAC.
5. Assist with the preparation of the budget performance reports; review of open items in the system, identifying variances between approved budgets and actual expenditures and bringing to the attention of the supervisor any material discrepancies.
6. Timely follow up and clear outstanding operational and travel advances.
7. Provide backstopping support in administration and finance activities to country Finance Unit.

Required Qualifications and Experience:

Education:

- Bachelor's degree in Business Administration, Accounting, Finances, or related fields with three years of relevant professional experience; or
- High School diploma with five years of relevant 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.
- Experience working in health assessment program is added advantage.

Skills:

- Ability to perform account reconciliation.
- High level of computer literacy and knowledge of SAP is highly desirable.
- Ability to meet deadlines under pressure and prepare clear, concise reports.
- Good communication, organizational and interpersonal relationship skills.
- Hard working, good team player and ability to monitor and follow up on pending matters.

Languages:

- Fluency in English
- Working knowledge of local languages is desirable.

Competencies:

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

Values - all IOM staff members must abide by and demonstrate these three 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 for 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.

Additional Notes:

Internals of the Organization will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

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, accreditation, any residency requirements, and security clearances.

Method of application:

If you are qualified for this position, please email the following to pretoriacv@iom.int under the REFERENCE: **VNSA2024/19** in the subject line of your email:

- a. Letter of motivation
- b. Up-to-date Resume/CV
- c. Copy of ID
- d. IOM Personnel History form which can be downloaded from this website:
<https://southafrica.iom.int/vacancy>

When you send your application, please specify the Vacancy reference number i.e. VNSA2024/19 on the subject line of your email. It will be challenging to track your application without the reference code provided. Incomplete applications will be rejected.

Please send your applications by Monday, 13 May 2024.

Only shortlisted candidates will be contacted.

ENQUIRIES IN RESPECT TO THE JOB DESCRIPTION AND APPLICATION MAY BE DIRECTED TO THE SAME EMAIL ADDRESS

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training, or other fee). IOM does not request any information related to bank accounts.