



IOM International Organization for Migration

Vacancy Notice 2022-23 Open to Internal and External Candidates

Position Title : **Finance Associate**
Duty Station : **Chisinau, Moldova**
Classification : **General Staff Category, Grade G-5, UN Salary Scale**
Type of Appointment : **Fixed term one year, with possibility of extension**
Estimated Start Date : **ASAP**
Closing Date : **November 16, 2022**

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. Well qualified candidates, particularly women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV are particularly encouraged to apply.
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 overall supervision of the Resources Management Officer and direct supervision of the National Finance Officer; the successful candidate will be responsible and accountable for financial functions.

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. Verify vendor claims for accuracy and conformance with IOM finance policies and instructions;
8. Perform claim verifications against documentation to ensure that purchases/services are properly authorized and that the goods have been received or services rendered;
9. Assist in the preparation of budget, accounting, financial, statistical reports and other reports as required;
10. Provide assistance to all staff services such as travel, expense claims, document retrieval, etc.;
11. Ensure proper and systematic completion of all posted payments and other accounting documents according to the established standards, including e-filing and archiving of accounting documents;
12. Responsible for the Petty Cash of the office during the Treasury Assistant's absences;
13. Perform other related duties as required.

Required Qualifications and Experience

Education:

- 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;
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills:

- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things.

Languages:

Thorough knowledge of English, Romanian and Russian.

Required Competencies

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

Values

- Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.

- Integrity and transparency: maintain 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 1*

- 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.

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

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

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, security clearances, and a valid COVID certification.

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:

Interested applicants are invited to send the Personal History form

https://civic.md/userfiles/attachments/14191/IOM_Personal_History_Form.xls and cover letter in English to: hrchisinau@iom.int

Please, indicate the position you are applying for and reference code in the subject line of your message.

Closing date for applications is **16 November 2022**.

In order for an application to be considered valid, IOM only accepts the Personal History Forms duly completed.

Only shortlisted candidates will be contacted.

Posting period:

From 02.11.2022 to 16.11.2022