



IOM International Organization for Migration

Vacancy Notice 2023-36 Open to Internal and External Candidates

Position Title	: Finance Associate (Treasury)
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	: September 19, 2023

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 National Finance Officer and overall supervision of the Resources Management Officer; and, in collaboration with relevant units at Headquarters and the Administrative Centres, 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. Maintain the cash holdings of the Country Office.
6. After obtaining appropriate approvals, perform cash disbursements to staff/vendors.
7. Process all cash entries in the PRISM Cash Journal.
8. Perform regular cash count to ensure reconciliation with PRISM.
9. Based on appropriate financial documentation, execute all bank operations.
10. Process all bank entries in PRISM.

11. 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.
12. Maintain sufficient funds at hand to cover recurring expenditures.
13. Request additional funding from MTS, as necessary; prepare and execute the MFR.
14. Prepare the documentation for payments abroad through MPR through central TSY functions.
15. Perform currency exchange, as necessary.
16. Monitor the issued Travel Requests, and follow-up on the timely settlement of all travels.
17. Review Travel Expense Claims.
18. Perform claim verifications against documentation to ensure that purchases/services are properly authorized and that the goods have been received or services rendered.
19. Provide assistance to all staff services such as travel, expense claims, document retrieval, etc.
20. Ensure proper and systematic completion of all posted payments and other accounting documents according to the established standards.
21. Responsible for the Petty Cash of the office.
22. Perform the e-filing of the documents.
23. 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:

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

Skills:

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook.
- Attention to detail, ability to organize paperwork in a methodical way.
- Discreet, details and clients-oriented, patient and willingness to learn new things.

Languages:

Fluency in English and Romanian (oral and written). Working knowledge of Russian is an advantage.

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 the country 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, 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: harchisinau@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 **19 September 2023**.

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 05.09.2023 to 19.09.2023