

VACANCY NOTICE



International Organization for Migration (IOM)
The UN Migration Agency

The International Organization for Migration is seeking qualified Turkish Nationals and non-Turkish nationals holding a valid residence permit for the following position based in Ankara, Türkiye.

Vacancy Notice Number:	VN#TR/2023/28
Position Title:	Finance Assistant
Duty Station:	Ankara – Türkiye
Classification:	One Year Fixed Term (G5) – with possible extension
Deadline of Applications:	20 March 2023
Number of People to be hired	1
Eligibility:	Internal & External Candidates

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.

General Functions:

Under the overall supervision of National Resource Management Officer and the direct supervision of Senior Finance Assistant, the Finance Assistant will be responsible for the following duties:

Major Duties and 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. 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.

Required Qualifications:

Education:

- High school degree/certificate with minimum five years of relevant work experience; or,
- Bachelor's Degree from an accredited institution with minimum three years of relevant work experience.

Languages:

- Fluency in **English** is required.

Required Competencies

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

Values

- **Inclusion and respect for diversity:**
Shows respect and sensitivity towards gender, culture, ethnicity, religion, sexual orientation, political conviction and other differences.
- **Integrity and transparency:**
Upholds and promotes the Standards of Conduct and Unified Staff Regulations and Rules.
 - Delivers on commitments; manages the organization's resources reliably and sustainably.
 - Embraces and encourages transparency, balancing this with the need for discretion and confidentiality as appropriate.
- **Professionalism:**
Demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.
 - Shows self-control and persistence when faced with difficult problems and remains calm in stressful situations.
 - Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

Core Competencies – behavioural indicators *level 1*

- **Teamwork:** Establishes strong relationships with colleagues and partners; relates well to people at all levels.
 - Is fully aware of the team purpose, respects and understands individual and collective responsibilities.
 - Willingly puts in extra effort without being asked and adopts a "hands-on" approach whenever necessary to achieve team objectives.
 - Coordinates own work with that of the team to meet agreed priorities and deadlines.
- **Delivering Results:**
 - Produces quality results and provides quality services to clients.
 - Meets goals and timelines for delivery of products or services.
 - Shows understanding of own role and responsibilities in relation to expected results.
- **Managing and sharing knowledge:**
 - Shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
- **Accountability:**
 - Accepts personal responsibility for quality and timeliness of work.
 - Operates in compliance with organizational regulations and rules.
 - Accepts and gives constructive criticism; acknowledges and corrects mistakes and apply lessons learned for improvement.
- **Communication:**
 - Presents information using language and sequence of ideas that is easy for recipients to understand.

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, accreditation, any residency or visa requirements, and security clearances.

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.

Please be advised that this is a local position and as such only applications from candidates with a valid residence / working permit residing in Türkiye will be considered.

How to Apply:

Interested candidates are requested to submit their application including the most recent CV with a cover letter in English with contact details (name, position, phone and e-mail details) of three references by indicating name of the position applied with its VN number in the subject line of the e-mail to iomtrjobs@iom.int or to IOM Birlik Mahallesi Sehit Kurbanı Akboga Sok. No:24 06610, Çankaya, Ankara Türkiye by the end of **20 March 2023**.

Please note that only shortlisted candidates will be contacted.