

## 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 Istanbul, Turkey.

Vacancy Notice Number:	<b>VN#TR/2022/41</b>
Position Title:	<b>Finance Assistant (re-advertised)- CANCELLED</b>
Duty Station:	Istanbul – Turkey
Classification:	One Year Fixed Term (G4) – with possible extension
Deadline of Applications:	<b>28 February 2022</b>
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 direct supervision of the National Finance and Admin Officer in Istanbul and overall supervision of Resources Management Officer in Ankara, Turkey, the incumbent will be responsible for providing finance support services to the mission's activities. In particular, he/she will:*

### **Major Duties and Responsibilities:**

1. Prepare payment request with proper verification of support documents and invoice verification.
2. Enter transaction in PRISM with correct GL and staff & office cost projectization ratio.
3. Reconcile and review payable/receivable vendor's account and ensure clearing procedure have been made on specific time according to contract or PO. Follow up with outstanding advances.
4. Monitoring and follow up with procurement department for clearance of commitments due on/before closing of running month.
5. Deal with the bank as necessary, including monitoring the mission's balances in the bank; checking the Bank Balance every day.
6. Ensure that payments and other financial transactions are done in a timely and efficient manner.
7. Proper recording/filing of hard copy of financial documents.
8. Ensure travel claim by staff follows correct DSA rate, exchange rate with all support documentation.
9. Ensure correctness of disbursements and adherence to IOM accounting rules and procedures.
10. Prepare weekly payment schedule in coordination with other departments (i.e AVRR, Operations, CO/PDO and MHAC)
11. Calculate weekly operational advance needs and submit the advance requests to Ankara Finance Unit and related banks.
12. Disburse operational advance cash payments to beneficiaries while assisting other departments (i.e AVRR, Operations, CO/PDO and MHAC).
13. Carry-out the weekly cash count with National Finance and Administrative Officer for the operational advance and keep the vendor account balance at minimum by preparing the payment documents on timely manner

14. Perform any other duties as may be assigned.

### **Required Qualifications:**

#### **Education:**

- Bachelor's degree, preferably in Accounting or Business Administration with Professional certification as Chartered Accountant or certified public accountant will be highly regarded or an equivalent combination of relevant training and field experience, specifically in IOM accounting systems with at least two years of finance and accounting experience.

#### **Experience:**

- Knowledge of IOM accounting systems, PRISM-FI software and procedures a distinct advantage. Ability to prepare clear and concise reports and to analyze and interpret source information and data. High level of computer literacy is required, particularly in IOM computerized accounting systems. Good knowledge of MS office, specifically EXCEL.
- Good communication skills. Personal commitment, efficiency, flexibility, drive for Results, respect for diversity and creative thinking. Ability to lead, coach and work effectively and harmoniously with colleagues from varied cultures and professional backgrounds are a requirement.

#### **Languages:**

- Fluency in **English** and **Turkish** 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 Turkey 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](mailto:iomtrjobs@iom.int) or to IOM Birlik Mahallesi Sehit Kurbanı Akboga Sok. No:24 06610, Çankaya, Ankara Turkey by the end of **28 February 2022**.

Please note that only shortlisted candidates will be contacted.