



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : National Finance Officer
Duty Station : Country Office in Cairo, Egypt
Classification : NOA
Type of Appointment : Fixed Term, one year with possibility of extension
Estimated Start Date : As soon as possible
Reference Code : VN/CAI/2018/27
Closing Date : July 17, 2018

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.

Context:

Under the overall supervision of the Chief of Mission and the direct supervision of the Resources Management Officer (RMO), the National Finance Officer will be responsible and accountable for the following duties:

Core Functions / Responsibilities:

1. Supervise, train, guide and lead the entire Finance Departmental staff, monitor their performance and meet deadlines including the newly recruited staff members.
2. Liaise with project officers to ensure that all Implementing Partner disbursements are done according to the MoUs.
3. Ensure integrity of all financial supporting documentation including the data posted on PRISM to satisfy IOM and Donors' regulations.
4. Prepare financial reports for the Country Office's projects and donors for review by RMO and CoM in coordination with RAS, ACO, and HQ units.
5. Ensure the submission of requested vouchers/supporting documents to donor(s) when requested according to donor(s) specifics.
6. Ensure that all accounts in PRISM-Finance are entered with correct GL/vendor accounts.
7. Handles and respond with proper analytical approach to the "Periodic Checklist Review" inquiries.
8. Ensure that all transactions listed in the Monthly Accounts Submission Form "MASF" and the Checklist for Monthly Accounts Closure "CMAC" which would have implications related to the country office accounts are duly generated, reviewed and submitted alongside the forms to the Regional Accounting Support - Africa and Middle

East "RAS" at the end of each month, while taking the necessary corrective action if required in coordination with the Resources Management Unit and Program staff members.

9. Ensure appropriate projectization is prepared and performed for office costs and ensure they are charged to correct budget lines.
10. Keep up to date PRISM revisions and ensure implementation of any new regulation, and ensure that updates are implemented on time.
11. Coordinate appropriate financial actions with HQ Geneva, MAC, PAC and other Country Offices.
12. Ensure that vendor, customer and General Ledger accounts are cleared monthly in a timely manner and review and follow up all other outstanding financial matters with banks, suppliers and donors.
13. Undertake quality monthly control checks on the accounts.
14. Provide supervision and guidance to Finance staff members when performing the procedure of closure of the monthly accounts and ensuring that the task is done in a timely manner.
15. Coordinate with various departments and personnel in the Country Office to clear their advances and expenditures by charging them to the appropriate project.
16. Assist the RMO in the budget control process, analyse variances between budget, actual expenditures, and outstanding commitments, and bring them to the attention of the RMO along with any relevant financial or budgetary issues.
17. Assist RMO in coordination with project managers, to prepare and monitor budgets for new projects, and doing the necessary follow up to ensure that corrective action is taken accordingly.
18. Assist the RMO in the preparation of the mission annual budget submission and revisions.
19. Assist the RMO to maintain appropriate internal controls to safeguard the organization's assets, control cash and prevent fraud, and ensure correctness and adherence to IOM accounting rules and procedures.
20. Assist in producing permanent instructions and procedures to complement or to adapt the general instructions of IOM, taking into consideration the volume of activity, staffing and the constraints and specific needs of the Mission, in the areas of general administration and finance.
21. Act as certifying officer on behalf of and in the absence of RMO for all disbursements and payments.
22. Communicate and work closely with other departments in ensuring the overall objectives/performance is achieved always.
23. Ensure timely retirement of the Beneficiary assets once handed over and their deed of donation are approved, and make sure that all acquired assets are blocked after MIRO is done in coordination with the Procurement Unit.
24. Performs such other duties as may be assigned by the RMO.

Required Qualifications and Experience:

- University degree in Business Administration, Economics, Accounting/Finance and/or other relevant field of specialization with 2 years of relevant working experience in finance/accounting, including familiarity with internationally accepted accounting standards; or,
- Master's degree as above.

Technical

- Effectively applies knowledge of relevant Finance theories and practices, and recognizes their application within existing IOM processes.
- Delivers financial solutions customized to the needs of IOM.
- Anticipates and understands internal and external issues and opportunities that may impact the human resources landscape of IOM Adapts best Human Resources practices to the requirements of IOM to facilitate the achievement of strategic objectives.
- Knowledge of SAP is crucial.

Languages

Fluent in **English**.

Required Competencies

Accountability

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

Client Orientation

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries
- Keeps clients informed of developments and setbacks.

Continuous Learning

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

Communication

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

Creativity and Initiative

- Actively seeks new ways of improving programmes or services
- Expands responsibilities while maintaining existing ones
- Persuades others to consider new ideas
- Proactively develops new ways to resolve problems

Leadership and Negotiation

- Convinces others to share resources
- Actively identifies opportunities for and promotes organizational change
- Presents goals as shared interests
- Articulates vision to motivate colleagues and follows through with commitments

Performance Management

- Provides constructive feedback to colleagues.
- Identifies ways for their staff to develop their abilities and careers.

- Provides fair, accurate, timely, and constructive staff evaluations.
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures.
- Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations.

Planning and Organizing

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans
- Adjusts priorities and plans to achieve goals
- Allocates appropriate times and resources for own work and that of team members

Professionalism

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration solutions

Teamwork

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

Technological Awareness

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work

Resource Mobilization

- Establishes realistic resource requirements to meet IOM needs

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 and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighboring 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 neighboring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their **application** and **cover letter** not later than **Tuesday, the 17th of July 2018**, at **17:00** O'clock, **Cairo** time on www.egypt.iom.int

In addition, please note that only the applications which would have been duly done, and which would have been submitted and received through IOM website within the announced time frame would be valid & considered for the announced vacancy.

Kindly note that for efficiency reasons, only shortlisted candidates will be contacted.