



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title	Finance and Administrative Assistant
Grade	G-4
Duty station	Manila (Global) Administrative Centre (MAC)
Job classification	General Staff
Type of Appointment	Fixed term, one year with possibility of extension
Salary	Php 540,912 per annum net of taxes
Closing date	20 Mar 2023

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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 work 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 guidance of the Head, Project Monitoring Unit, the successful candidate will work under the direct functional and administrative supervision of the Project Monitoring Officer. The successful candidate will be responsible for providing clerical accounting support to the Project Monitoring Unit. The successful candidate will be given financial and administrative tasks relating to designated Department of Migration Management / Immigration and Border Management Division / Immigration and Visas Unit projects, with a particular focus on the global Visa Application Centre (VAC) network.

Core Functions / Responsibilities

- Financial Monitoring & Reporting.
 - Consistently monitor expenditures against the approved budget for assigned regions.
 - Review detailed project expenditures to ensure that only valid expenses are charged to the projects while also monitoring that the correct WBS and account codes are used.
 - Communicate with IOM field offices, MAC and HQ regarding budgetary and expense issues. Monitor office response and continuously follow-up unresolved issues.
 - Assist in the quarterly reconciliation of VAC revenues for the Canadian Visa Application Center (CVAC) programme by reviewing the variance between the computed revenue and revenue recorded in PRISM.
- Budget Preparation and Evaluation.
 - Provide general administrative support related to the preparation of budget and donor reporting packages, and ensuring timely submission of reports to HQ units, project managers, and the donor.

- Assist in the upload of budgets into the system (PRIMA and PRISM).
- Monthly Statistical File Consolidation
 - Collect and aggregate VAC monthly reports such as Monthly Volume Stats, SLA Report and Detailed Biometric IDs Report.
 - Preparation of the Consolidated Monthly Biometric IDs and Monthly Volume Statistics per Region.
 - Check the accuracy of the biometric IDs provided by each VAC office by using an excel template.
 - Coordinate with the concerned VAC office any incorrect Biometric IDs found and ensure that the correct Biometric ID will be provided by the VAC.
- Administrative Support
 - Provide assistance to Missions by reviewing the documents related to the payables to courier provider and submit the documents to concerned unit for the processing of payment.
 - Update the monthly IRCC Forex versus XE rates report every month and submit the report to supervisor for review.
 - Preparation of invoices or RFPs for the biometric services provided by VACs and coordinate the submission of the invoice to VFS.
 - Coordinate the timely collection of service fees and payment of invoices to project partners and other stakeholders.
 - Provide assistance to staff assigned to other global projects managed by the unit.
 - Update work instruction manual relevant to the tasks assigned, subject to review of supervisor.
 - Perform other related tasks that may be assigned.

Education

- University degree in Accounting, Business Administration or any related field from an accredited academic institution, with two years of relevant professional experience in accounting or finance; or
- Professional certification such as Certified Public Accountant (CPA) will be a distinct advantage.

Experience

- Experience in the field of accounting, finance, budgeting, and / or audit;
- Experience providing financial and administrative support to global projects in the field of visas.
- Knowledge of International Public Sector Accounting Standards or International Financial Reporting Standards;
- Sound knowledge of accounting systems and/or SAP.
- Computer literacy including proficiency in MS Office applications;
- Advanced MS Excel proficiency.
- Ability to draft correspondence and communicate effectively in English.
- Excellent organizational skills with the ability to manage multiple tasks under time constraints.

Languages

For this position, fluency in English is required. Knowledge of a second official UN language is desirable.

Values

Inclusion & respect for diversity

- Shows respect and sensitivity towards gender, culture, ethnicity, religion, sexual orientation, political conviction and other differences.

- Encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people with different backgrounds and orientations.
- Promotes the benefits of diversity; values diverse points of view and demonstrate this in daily work and decision making.
- Challenges prejudice, biases and intolerance in the workplace.

Integrity & 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.
- Maintains impartiality and takes prompt action in cases of unprofessional or unethical behaviour.
- Does not abuse one's position and acts without consideration of personal gain. Is motivated by professional rather than personal concerns.

Professionalism

- Demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.
- Seeks to raise professional standards in self and others through daily work and activities.
- Adapts quickly to change and is decisive and versatile in face of uncertainty.
- 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

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.

Managing and sharing knowledge

Continuously seeks to learn, share knowledge and innovate.

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.

How to apply

Interested applicants may send their applications to **hrmanila@iom.int** no

later than **20 March 2023**. VN Number and Position Title (**VN 051/2022 - Finance and Administrative Assistant**) should be specified in the SUBJECT field.

IOM welcomes applicants from qualified individuals, irrespective of their race, religion, skin, color, nationality, age, disability status, ancestry, sex, sexual orientation, gender identity or expression, marital status, family structure, mental health status, or any other characteristic.

Only shortlisted candidates will be contacted and an offer will be made following the confirmation of funding.