



International Organization for Migration (IOM)  
The UN Migration Agency

## Open to Internal and External Candidates

Position Title	<b>Finance and Administrative Assistant</b>
Grade	<b>G-4</b>
Duty station	<b>Manila (Global) Administrative Centre (MAC)</b>
Location	<b>Manila</b>
Job classification	<b>General Staff</b>
Type of Appointment	<b>Fixed term, one year with possibility of extension</b>
Duration of Assignment	<b>Fixed term, one year with possibility of extension</b>
Salary	<b>Php 540,912.00 per annum net of taxes</b>
Closing date	<b>23 Mar 2023</b>

*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 (PMU) and the direct supervision of the Project Monitoring Unit Supervisor, the successful candidate will be responsible for providing support to globally implemented programmes assigned to PMU, in the areas of travel loans validation and invoicing, receivables monitoring, financial monitoring, budgeting, and administrative support functions related to the global programmes monitored by the Project Monitoring Unit.

### Core Functions / Responsibilities

#### Travel Loans Validation

- Receive from IOM field offices (globally) the travel loan documents issued to refugees in the system application.
- Review, verify completeness, and monitor the timely receipt/upload of all travel loan documents.
- Review and validate the information in the travel loan documents including refugee data, departure date, departure country, and costs against the system inputs.
- Coordinate with the operational units of the relevant IOM field offices for any issues noted to ensure correctness and completeness of information in the travel loan documents.
- Monitor and validate amendments to travel loan documents and ensure that required actions are done timely.

### **Travel Loans Invoicing**

- Generate invoices and delivery receipts through the system application.
- Review the invoices and delivery receipts against the validated travel loan documents, ensuring integrity of the amounts, information, and file attachments for the cases.
- Prepare debit and credit memos for any other cost adjustments on reimbursable expenses.
- Prepare manual invoices in cases necessary.
- Prepare revenue upload files and post revenue entries in SAP after distribution of invoices.

### **Receivables Monitoring**

- Monitor receivable status and clear receivables in SAP whenever payment is received.
- Follow-up of outstanding receivables to the donor.

### **Financial Monitoring**

- Prepare and update monthly monitoring of revenue recorded in the system versus actual movements and reconciliation to departed movements listing reports.
- Monitor loan amounts in excess of loan cap set by the donor.
- Assist in the preparation of the quarterly financial analysis, statistics and management reports.

### **Budgeting**

- Assist in the review, monitoring, and follow-up of budget submissions.
- Assist in the upload of budget submissions into the system.

### **Other administrative tasks**

- Management of relevant files in the programme's share point.
- Assist in the review and clean-up of outstanding commitments (purchase requests and purchase orders).
- Assist in the project revision workflow in the system, due to but not limited to budget updates and additional WBS needed.
- Assist in the creation or set-up of yearly project accounts in the system.
- Assist in corroborating information for loan reconciliation activities.
- Participate in any systems/applications user testing.
- Coordinate with support colleagues for resolution of technical issues and process enhancements.
- Provide necessary guidance and assistance to IOM field offices on the programme's procedures and on queries pertaining to the travel loan documents validation/invoicing and accounting process.
- Update the Work Instruction Manual (WIM) for all process being handled.
- Other financial and administrative support duties related to the role of the Project Monitoring Unit.

## **Education**

- University degree in Accounting, Business Administration, Commerce, Finance or related field from an accredited academic institution, with two years of relevant professional experience in the field of accounting, finance, budgeting or management reporting;
- Preferably a Certified Public Accountant (CPA) or equivalent.

## **Experience**

- Experience in audit is an advantage
- Sound knowledge of accounting systems and/or SAP plus generally accepted accounting principles, internal controls and audit/review procedures;
- Ability to write narrative reports and variance analysis reports, draft correspondence and communicate effectively in English;
- Computer literacy including proficiency in MS Office applications;

- Good analytical and problem-solving skills;
- 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 **23 March 2023**. VN Number and Position Title (**VN 100/2022 - 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.