



International Organization for Migration (IOM)
The UN Migration Agency

Call for Applications SVN 2022/XK08041

Open to Internal and External Candidates

Position Title : **Finance and Procurement Assistant**
Duty Station : **Pristina, Kosovo (UNSC 1244)**
Classification : **General Service Staff (G4)**
Type of Appointment : **Special Fixed Term, 6 months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **August 28, 2022**

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 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:

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Under the overall supervision of the Chief of Mission (CoM) in Kosovo and direct supervision of the National Head of Resources Management; and, in collaboration with relevant units at Regional Office, Headquarters and the Administrative Centres, the successful candidate will be responsible and accountable for managing the resources management functions in IOM office in Pristina.

Core Functions / Responsibilities:

- Provide support to the Resources Management Unit (RMU) in financial,
- procurement, human resources and in the day-to-day management and functioning.

- Perform a variety of administrative duties and coordinate with other units to ensure smooth running and expedition of work within the RMU.
- Prepare accounting transaction documentation and ensure that supporting documents and other requirements are complete, follow-up with relevant staff as necessary.
- Support in implementing procurement activities of the Mission in accordance with IOM procurement guidelines through various functions such as: acquisition of quotations, preparation of evaluations and recommendations, issuance of Purchase Orders (PO) and/or Service Agreements (SA), verification of delivery of goods and services rendered for accuracy and conformance with IOM standards, coordination and follow-up with staff and vendors, and execution of assigned transactions in IOMs internal systems.
- Assist in the preparation of payments and processing of financial transactions in SAP.
- Review that Payment Requests are duly completed, and all necessary supporting documents are correct and attached prior to submission for approval.
- Assist in maintaining and updating files, financial records, and other information databases of the Mission.
- Review that all Travel Authorizations are duly completed before staff are authorized to travel and track and perform settlement of travel expense claims for staff and non-staff.
- Assist in the monitoring of budget versus actual financials for the operational activities of the Mission.
- Assist in the preparation of budgets and accounting, financial, statistical and donor reports complying with relevant donor requirements.
- Ensure that office asset inventory is in line with IOM Assets Inventory Policy and maintain updated asset inventory report.
- Provide general support to the team in absence of other colleagues in the Unit and perform such other duties as may be required.
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- Perform such other duties as may be required.

Required Qualifications and Experience

Education

- High school diploma with four years of relevant experience; or,
- Bachelor's degree in Business Administration or related fields from an accredited institution with two years of relevant professional experience.

Experience/

- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.
- Experience operating ERP (e.g. SAP, Oracle, Workday, etc.).

Skills

- Excellent communication and interpersonal skills including ability to work under time pressure and meet deadlines.
- Ability to manage multiple responsibilities at once, effectively perform multiple tasks and prioritize the tasks.

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook;
- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things;

Languages

Fluency in English and local languages: Albanian and/or Serbian (oral and written).

Required Competencies

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators *level 1*

- 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.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- 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.

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.

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Kosovo will be eligible for consideration.

How to apply:

Interested candidates are invited to submit their applications – Personal History Form (click [here](#) to download) and Cover Letter to iompristinaapplications@iom.int by August 28, 2022 midnight at the latest, referring to **SVN 2022/XK08041** in the subject line.

In order for an application to be considered valid, IOM only accepts applications duly completed.

Only shortlisted candidates will be contacted.

Posting period:

From 04.08.2022 – 28.08.2022