



POST DESCRIPTION

I. POSITION INFORMATION	
VN	IOM/DSM/016/2022
Position title	Admin/Finance Assistant (1 Position)
Position grade	G-5
Duty station	Dar es Salaam, United Republic of Tanzania
Durations	1 Year with possibility of extension
Position number	To be created
Job family	Support Unit.
Organizational unit	Resource Management Unit
Reports directly to	Resource Management Officer- in Dar es Salaam
Overall Supervised by	Chief of Mission
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>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.</p> <p>Context</p> <p>Under the overall supervision of the Chief of Mission, and the direct supervision of the Resource Management Officer in Dar Es Salaam, The Admin/Finance Assistant is responsible for providing daily financial and administrative assistance, in particular he/she will be responsible for:</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<p>The selected candidate will be responsible for the following duties and tasks:</p> <ol style="list-style-type: none"> 1. Verify invoices and documents submitted by suppliers and service providers. 2. Ensure all supporting documentation and signatures are obtained before finalizing vouchers. 3. After obtaining appropriate approvals, effect payments to suppliers and staff members. 4. Ensure all payments are paid on a timely manner. 5. Responsible for the preparation of monthly accounting reports and the attachments of supporting documents for the review and certification by RMO. 6. Reconcile on a monthly basis all pending vendor accounts. 7. Ensure that the bank reconciliation of the various bank accounts and IOM accounts and databases is done in timely accurately. 8. According to the projectization process of IOM, distribute the office costs and verify staff 	

costs.

9. Ensure files of all financial instructions/guidelines issued are maintained and appropriate internal controls are in place.
10. Assist with the maintenance of an effective banking system including preparing a monthly bank reconciliation.
11. Maintain a filing system for vouchers and all other financial documentation.
12. Maintain the petty cash account of the Dar es salaam Office in the absence of Finance Assistant.
13. Maintain Attendance records of national staff in Dar es Salaam Office.
14. Prepare monthly payroll for national staff.
15. Provide Daily Assistance to supervisor in ensuring proper internal controls of finance are in place.
16. Liaise with IOM Tanzania staff in the Sub Office and main offices in daily execution of the payments and increasing of efficiency of program implementation.
17. Coordinate all accounting issues with other colleagues in the Finance Dept.
18. Prepare monthly funding requests for the office.
19. Bring the attention of the RMO any relevant financial and budgetary issues.
20. Suggest improvements to internal controls and streamlining/efficiencies.
21. Provide guidance and training to new junior staff.
22. Perform such other duties as may be assigned.

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

Education:

- Holder of a Secondary School Diploma, with 5 years' working experience; or bachelor's degree combined with 3 years working experience in Accounting of Finance or related field.
- Strong Computer skills especially in Ms Excel, word and Outlook.
- Ability to pay close attention to details and work with minimal supervision
- Ability to work under pressure and meet deadline.
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- Ability to work effectively and harmoniously with a team of colleagues
- Time Management and planning for accounting cycles
- Able to set up internal record tracking.

Experience:

- Demonstrated ability to maintain accuracy and confidentiality in performing responsibilities.
- Previous work experience with an international organization and NGOs dealing with refugees would be strong advantage.

SKILLS

- Good knowledge of Word, Excel and Internet.
- Strong interpersonal and communication skills.

V. LANGUAGES

- | | |
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| • Fluency in English and Kiswahili is required | • Working knowledge of French, Spanish, is desirable. |
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VI. COMPETENCIES¹

The incumbent is expected to demonstrate the following values and competencies:

Values

- Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain 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

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders.
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility.
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions.
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

Additional Information

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

This position is open to Tanzanian nationals only. Qualified female candidates are strongly encouraged to apply.

All application documents will be handled in accordance with IOM data protection policy. The selected candidate is required to commence the assignment as soon as the recruitment process completes.

OTHER:

Qualified persons with disabilities are encouraged to apply for UN vacancies and are protected from discrimination during all stages of employment.

Females with qualifications are encouraged to apply.

NO FEES:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training, or other fee). IOM does not request any information related to bank accounts.

HOW TO APPLY:

Interested candidates should fill in the PH form, submit CV's and cover letter indicating Vacancy Notice number with 3 professional references and contacts to email address: tzvacancy@iom.int

The vacancy is open for internal and external candidates Tanzanian national only. Only e-mail applications will be considered.

For further information, please refer to: <https://tanzania.iom.int/careers>

Posting period: From 20th June 2022– 03rd July 2022

9. EDUCATION: Give full details, using the following space in so far as it is appropriate of schools or other formal training or education from age 14 (e.g. high school, technical school, apprenticeship, university or its equivalent):

Name and Place	Type	Years attended		Certificates, diplomas, degrees or academic distinctions obtained
		From	To	

10. A) Indicate speed in words per minute (if applicable)					B) List any special skills you possess and machines and equipment you can use		
	English	French	Spanish	Other Languages			
Shorthand							
Typing							

11. List all organizations with which you are or have been affiliated. This list is to include all affiliations, whether social, professional, fraternal, etc.

12. List activities in civic, public or international affairs and name any significant publications you have written.

13. For what kind of work do you wish to be considered?

14. A) Are you willing to accept a post requiring travel?
 B) Would you accept short term employment?
 C) Would you accept an emergency field assignment at short notice?

15. In the event of your being selected, how much notice would you need before appointment?

16. Have you any objections to our making inquiries of your present employer? Yes No

17. EMPLOYMENT RECORD : Starting with your present occupation, list in reverse order each activity in which you have been engaged, **accounting fully for your time. List military service and any period of unemployment of more than six months' duration.** Use a separate block for each period and additional sheets if necessary.

Present or most recent occupation		Description of duties and responsibilities						
<table border="1"> <tr> <td colspan="2">Dates</td> <td rowspan="4">Annual emoluments: Salary Allowances Total</td> </tr> <tr> <td>From (month/year)</td> <td>To (month/year)</td> </tr> </table>		Dates		Annual emoluments: Salary Allowances Total	From (month/year)	To (month/year)		
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From (month/year)	To (month/year)							
Business or organization (name and address, including city)								
Title of your post or occupation	Name of Supervisor							
Number and kind of employees supervised by you								
Personal address during this period								
Reason for leaving								
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18. References: List three persons not related to you who are familiar with your character and qualifications. Do not repeat names of supervisors listed under Item 17.

Name in full (Direct Supervisors)	Telephone Number and Email	Business or Occupation

19. (a) Have you ever been arrested, indicted or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned or placed on probation in connection with such a proceeding, or have you ever been arrested or required to deposit bail or collateral for the violation of any law or regulation, civil or military (excluding traffic violations)?

Answer "Yes" or "No"

(b) If your answer is "Yes" under item 19 (a) above, attach separate sheet giving details of all arrests and fines other than minor traffic violations. Specify charge, date, place where arrested, and disposition.

20. State any other relevant facts. Include information regarding any residence or prolonged travel abroad, give dates, areas, purpose, etc. State any significant experience not included in Section 17 which you believe will serve in the evaluation of your record.

21. State any disabilities which might limit the performance of your work.
(Appointment is subject to compliance with medical requirements.)

Having answered every question above, I, the undersigned, declare that the information contained in this form is, to the best of my knowledge, true, complete and accurate, knowing that, if employed, any false declaration or concealment of material facts may result in disciplinary action including dismissal.

Place and Date _____

Signature _____

PLEASE NOTE

Applications will not, as a general rule, be valid or retained by the Organization for more than one year from date of receipt. While you may rest assured that your candidature will be carefully examined, receipt of this form will not be acknowledged, and any further correspondence will be initiated by the Organization.