



POST DESCRIPTION

SECTION 1

Position Information

Vacancy Number	IOM/DAR/029/2024
Position Title	National Finance Officer-1 Position
Position Grade	NO-A
Duty Station	Dar es Salaam, Tanzania United Republic Of
Position Number	To be created
Job Family	Resource Management Unit
Organizational Unit	Resource Management
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Position rated on	Rated
Reports directly to	Resource Management Officer
Number of Direct Reports	3+

SECTION 2

Organizational Context and Scope

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and nongovernmental 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.

Under the overall supervision of the Chief of Mission and the direct supervision of Resources Management Officer (RMO), the successful candidate will be responsible and accountable for implementing the following finance activities

SECTION 3

Responsibilities and Accountabilities

1. Supervise and guide staff members in the Finance Unit by ensuring that duties and functions are carried-out in accordance with IOM regulations and policies.
2. Review all payments by ensuring that supporting documentation are verified payments through online banking system.
3. Train and support new PRISM Financial users in Finance Unit and any other relevant training in relation to financial guidelines and operations.
4. In coordination with RMO suggest improvements to existing internal controls in order to safeguard the Country Office's financial assets.
5. Maintain Country Office's bank balances and ensure that Country Office's cash reserves are adequately replenished by preparing Country Office Funding Request from Treasury, Manila.
6. Coordinate and ensure Monthly Bank Reconciliation for all IOM Tanzania Bank accounts is performed and the clearance of any old pending items is done promptly.
7. Act as the Country Office focal point for monthly accounts closure and coordinate with Sub Office and other Finance staff to ensure Country Office's monthly accounts closure is finalised within set timelines.
8. Review Monthly Accounting returns for completeness and obtain necessary approvals before dispatch to RAS, Manila.
9. Coordinate with Procurement Unit and respond to queries by Regional Accounting Support, Manila on monthly account and periodical Country Office checklist reviews.
10. Monitor and coordinate to ensure billing of staff for private use of IOM assets and subsequent recording in PRISM.
11. In Coordination with the RMO, prepare the Country Office's projectization and regularly review to ensure common office costs are charged proportionally and to active projects.
12. Oversee and coordinate to ensure all financial records are filed, securely kept and are retrievable in compliance with IOM data protection rules and ensure disposal of documents procedure is strictly followed.
13. Review and follow up of all outstanding debtors/creditors items and to ensure that any outstanding items are investigated and cleared.

14. In co-ordination with RMO perform periodic cash counts including month end cash count and certify agreement with PRISM/FI postings.
15. Coordinate with the banks on any financial issues including negotiation of rate of exchange during Monthly Country Office funding period.
16. Act as focal point and coordinator of Finance issues for the Sub-Offices and ensure they have sufficient funds for Project activities.
17. Assist in budget preparation and project financial reviews.
18. Perform any other duties as may be assigned.

SECTION 4

Required Qualifications and Experience

EDUCATION

- Two years of relevant working experience with Bachelor's degree in Accounting or related field; or Master's degree in Accounting or related field is required.
- Qualified CPA (K) or ACCA or its equivalent would be an added distinct advantage.

EXPERIENCE

- At least two years' experience in other administrative functions such as logistics, procurement, finance or human resources.
- Prior experience in usage of SAP required.
- Prior work experience in an international organization an added advantage.

SKILLS

- Strong interpersonal and intercultural skills with proven ability to work effectively and harmoniously with a team of colleagues.
- Mature individual, able to work independently, under pressure, able to maintain accuracy, paying attention to details, meeting deadlines and working with minimal supervision.
- Proficiency in computer skills, especially in MS Office products (Excel, Outlook, Word etc)

SECTION 5

Languages

REQUIRED

Fluency in English and Kiswahili (oral and written).

DESIRABLE

Working knowledge of French or Spanish is an advantage.

SECTION 6

Competencies¹

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

VALUES - All IOM staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

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.

Courage: Demonstrates willingness to take a stand on issues of importance.

Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

CORE COMPETENCIES - Behavioral indicators – Level 2

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.

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

Accountability: Takes ownership for achieving the Organization's priorities and assumes responsibility for own actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

MANAGERIAL COMPETENCIES - Behavioral indicators – Level 2

Leadership: Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.

Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.

Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.

Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.

Humility: Leads with humility and shows openness to acknowledging own shortcomings.

OTHER:

The UN system in Tanzania provides a work environment that reflects the values of gender equality, teamwork, diversity, integrity, a healthy balance of work and life and equal opportunities for all, including persons with disability.

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

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 Number with 3 professional references and contacts to email address: tzvacancy@iom.int

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

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

Posting period: From 25.04.2024 – 08.05.2024



GENERIC POST DESCRIPTION

SECTION 1

Position Information

Vacancy Number	IOM/DAR/028/2024
Position Title	National Human Resources Officer-1 Position
Position Grade	NO-A
Duty Station	Dar es Salaam, Tanzania United Republic Of
Position Number	To be created
Job Family	Resource Management Unit
Organizational Unit	Resource Management
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Position rated on	Pre-Classified
Reports directly to	Resource Management Officer
Number of Direct Reports	5

SECTION 2

Organizational Context and Scope

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and nongovernmental 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.

Under the overall supervision of the Chief of Mission and the direct supervision of Resources Management Officer (RMO), and, in collaboration with relevant units at Headquarters and the Administrative Centres, the successful candidate will be responsible and accountable for managing the human resource management functions in Tanzania.

SECTION 3

Responsibilities and Accountabilities

1. Coordinate and monitor the Human Resources Management in the office in accordance with the organization's regulations, instructions, policies, procedures and practices and in light of operational activities in the office.
2. Verify all Human Resources processes and actions for conformity with relevant IOM policies and procedures. Ensure that Human Resources processes and procedures remain consistent with relevant IOM policies and procedures.
3. Assist in setting-up and implementing effective administrative procedures and internal controls; review audit recommendations on Human Resources matters and coordinate and implement them.
4. Participate in evaluation and planning of staffing needs; coordinate national and international recruitment processes in an effective, efficient and transparent manner.
5. Monitor effective administration of PRISM Human Resources modules; oversee and validate data recorded in PRISM and carry-out assigned roles with accuracy and timeliness.
6. Monitor and facilitate timely implementation of the Performance Appraisal System (PAS); encourage and guide staff and managers for completion of the process within the deadlines.
7. Participate in analysis of staff training and development needs and suggest areas for improvement in collaboration with management and Staff Development and Learning (SDL) Unit.
8. Provide verbal and written explanations to all staff on staffing, recruitment, entitlements, leave administration and other Human Resources issues.
9. Work with supervisors on interpretation and application of Human Resources policies and instructions.
10. Coordinate the preparation of reports pertaining to personnel administration; draft sections of special reports and participate in Human Resources projects as requested.
11. Reinforce standard of conduct and respectful working environment. Promote commitment to maintaining mutual respect, safety and tolerance in the workplace.
12. Coordinate extensively with the Regional Office, Administrative Centers in Manila and Panama and Human Resources Management in Geneva on a range of different Human Resources issues.
13. Attend external meetings when required and brief management accordingly.

14. Guide, train and supervise the work of the Human Resources Unit staff.
15. Perform other related duties as assigned.

SECTION 4

Required Qualifications and Experience

EDUCATION

- Bachelor's degree in Human Resources, Business Administration, Psychology or related field with two years of relevant professional experience; or,
- Master's degree in above or related field.

EXPERIENCE

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook; previous experience in SAP is a distinct advantage;
- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

SKILLS

- Proficiency in managing various HR functions
- Strong interpersonal and communication skills.
- Attention to detail and ability to organise.
- Self-motivated, objective driven and able to use own initiative and work under pressure with minimum supervision.
- Ability to meet deadlines.
- Computer/software literate with good knowledge in Microsoft Office.

SECTION 5

Languages

REQUIRED

Fluency in English and Kiswahili (oral and written).

DESIRABLE

Working knowledge of French or Spanish is an advantage.

SECTION 6

Competencies¹

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

VALUES - All IOM staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

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.

Courage: Demonstrates willingness to take a stand on issues of importance.

Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

CORE COMPETENCIES - Behavioral indicators – Level 2

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 actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

MANAGERIAL COMPETENCIES - Behavioral indicators – Level 2

Leadership: Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.

Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.

Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.

Humility: Leads with humility and shows openness to acknowledging own shortcomings.

OTHER:

The UN system in Tanzania provides a work environment that reflects the values of gender equality, teamwork, diversity, integrity, a healthy balance of work and life and equal opportunities for all, including persons with disability.

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

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 Number with 3 professional references and contacts to email address: tzvacancy@iom.int

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

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

Posting period: From 25.04.2024 – 08.05.2024

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)		
Dates		Annual emoluments: Salary Allowances Total						
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								
<table border="1"> <tr> <td colspan="2">Dates</td> <td rowspan="2">Total annual emoluments:</td> </tr> <tr> <td>From (month/year)</td> <td>To (month/year)</td> </tr> </table>		Dates		Total annual emoluments:	From (month/year)	To (month/year)	Description of duties and responsibilities	
Dates		Total annual emoluments:						
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								
<table border="1"> <tr> <td colspan="2">Dates</td> <td rowspan="2">Total annual emoluments:</td> </tr> <tr> <td>From (month/year)</td> <td>To (month/year)</td> </tr> </table>				Dates		Total annual emoluments:	From (month/year)	To (month/year)
Dates		Total annual emoluments:						
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								

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.