



JOB TITLE: Finance Assistant

Dar-es-Salaam, United Republic of Tanzania

JOB DESCRIPTION

Applications are welcome from internal and external candidates. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process. For the purpose of this vacancy, internal candidates are considered first-tier candidates.

Context

Under the overall supervision of the Resource Management Officer in Dar es Salaam, (RMO) and direct supervision of the National Finance Officer (NFO); and, in collaboration with relevant units at Headquarters and the Administrative Centres, the successful candidate will be responsible and accountable for managing the resources management functions in Dar es Salaam, Tanzania.

RESPONSIBILITIES

1. Extract and input data from various sources in financial or accounting systems;
2. Respond to accounting, budget or financial queries regarding data from staff in the unit and elsewhere;
3. Process and release duly approved and authorized cash payments and bank transfers to all vendors and staff, ensuring that signed official invoices receipts and other supporting documentation is attached to all payment requests.

4. Review all types of payments starting from purchase to payment requests verifying that they are duly authorized, and all the supporting documents are attached therewith;
5. Inform the National Finance Officer on the cash forecast as well as assist on the preparation of the Mission's monthly Funding Request.
6. Verify vendor requests for accuracy and conformance with IOM finance policies and instructions;
7. Perform claim verifications against documentation to ensure that purchases/services are properly authorized and that the goods have been received or services rendered;
8. Prepare necessary receipt and journal vouchers;
9. Assist in the preparation of budget, accounting, financial, statistical reports and other reports as required;
10. Provide assistance to all staff services such as travel, expense claims, document retrieval, etc.;
11. Ensure proper and systematic filling of all posted payments and other accounting documents according to the established standards;
12. Responsible for the Petty Cash of the office;
13. Maintain an updated record of the balances in the bank (USD and TZS).
14. Perform other related duties as required by the supervisors.

QUALIFICATIONS

Education

- High School diploma with four years of relevant experience; or,
- Bachelor's degree in business administration, Accounting, Finances, or related fields with two years of relevant professional experience.

Accredited Universities are those listed in the [UNESCO World Higher Education Database](#).

Experience

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook; previous experience in SAP is a distinct advantage;
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills

1. **Attention to Detail:** crucial for preventing errors and ensuring compliance with policies.
2. **Numeracy and Financial Management Skills:** The position requires proficiency in data extraction, cash management, and financial reporting. Strong numeracy skills for processing payments and maintaining bank records.
3. **Organizational Skills:** The ability to stay organized and systematically file records are vital for effective resource management.

Languages

Fluency in both English and Swahili.

IOM's official languages are English, French and Spanish.

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

Required Competencies

IOM's competency framework can be found at [this link](#). Competencies will be assessed during the selection process.

Values - all IOM staff members must abide by and demonstrate these three 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 – 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 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 – behavioural indicators (Level 1) (applicable only if position is with direct reports)

- 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.

Notes

1. Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.
2. This selection process may be used to staff similar positions in various duty stations. Recommended candidates will remain eligible to be appointed in a similar position for a period of 24 months.
3. This post is subject to local recruitment. Only those holding a valid residence and work permit for the country where this position is based will be eligible for consideration.
4. Appointment will be subject to certification that the candidate is medically fit for appointment, verification of residency, visa, and authorizations by the concerned Government, where applicable. Vaccination against COVID-19 will be required for IOM personnel who are hired or otherwise engaged by IOM. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination.
5. 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.
6. IOM only accepts duly completed applications submitted through the IOM online recruitment system. The online tool also allows candidates to track the status of their application.

REQUIRED SKILLS

Attention to Detail, Numeracy and Financial Management Skills and Organizational Skills

JOB INFO

- **Job Identification** 11958
- **Posting Date** 16/10/2024, 17:26
- **Locations** Dar-es-Salaam, United Republic of Tanzania (the)
- **Apply Before** 29/10/2024, 17:26
- **Degree Level** High School Degree/Certificate

- **Job Schedule**Full time
- **Job Shift**Day
- **Contract Type**Fixed-term (1 year with possibility of extension)
- **Vacancy Type**Vacancy Notice
- **Recruiting Type**General Service
- **Grade**G-4

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