

Position Title	: Senior Finance Assistant
Duty Station	: Port Sudan, Sudan
Classification	: G7
Type of Appointment	: Special Short-term graded contract, nine months with possibility of extension.
Estimated Start Date	: As soon as possible
Closing Date	: February 25, 2024
Reference Code	: SVN 03 2024

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.

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:

Under the overall supervision of the Resources Management Officer (RMO) in Port Sudan and direct supervision of the Finance Officer, and, in collaboration with relevant units at port Sudan and the Administrative Centres, the successful candidate will be responsible and accountable for managing the resources management functions in Officer of Port Sudan.

Core Functions / Responsibilities:

- Provide procedural guidance to managers and staff; supervise, guide and train other finance support staff.
- Manage financial resources through monitoring and controlling assets, reserves, funds, supplies, etc. in accordance with IOM rules and regulations.
- Assist in the monitoring and overseeing of the financial management for all activities in the IOM port Sudan office, which shall include the oversight of financial expenditure and accountability and the financial analysis of projects in the mission.
- Provide specialized support preparing annual budget submission and revisions including estimating the cost of staff as well as rental and utilities, office equipment and supplies, printing, and other contracts, services or running expenses.
- Assist in monitoring compliance with financial policies, procedures, rules and regulations.
- Consolidate data into financial statements and assist in monitoring expenditures to ensure they remain within authorized levels.
- Provide regular and ad hoc financial information to support informed financial decision making.

- Prepare the monthly accounts closure in accordance with IOM financial guidelines and prepare monthly accounting returns package to be sent to RAS.
- Assist monitoring that bank reconciliations for IOM accounts are regularly performed and reviewed by designated stakeholders.
- Manage and prepare the payroll by executing validity checks on monthly payroll results.
- Ensure that disbursements are made based on proper authorizations and supported by legitimate and sufficient documentation.
- Provide assistance responding to internal & external audit queries and follow up on audit recommendations.
- Preparation of donor reports in accordance with IOM regulation and established procedures
- Ensure the preparation and submission of the VAT claim to relevant Government departments and taxation authorities and follow up regularly.
- Suggest improvements to internal controls and streamlining/efficiencies.
- Review the status and monitor the proper maintenance of Vendor Accounts in accounting system.
- Verify vendor claims for accuracy and conformance with IOM finance policies and instructions.
- Assist in the preparation of budget, accounting, financial, statistical reports, and other reports as required; and,
- Perform other related duties as required.

Required Qualifications and Experience

Education

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

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.
- IP's financial reports, Budgets and Fraud mechanism control.

Languages

English and Arabic is Required.

Required Competencies

Values – all IOM staff members must abide by and demonstrate these 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 – 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 action 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 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 potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

Other:

- Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.
- IOM has zero tolerance with discrimination and does not discriminate to HIV/AIDS status.
- This position is open to **ONLY** Sudanese nationals.
- **Vacancy close at 23:59 local time Khartoum, Sudan on the respective closing date 25.02.2024. No late applications will be accepted.**

How to apply:

Interested candidates are invited to submit their Resume via email: sudancareer@iom.int , by February 25, 2024, at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

Posting period:

[From 18.02.2024 to 25.02.2024](#)

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.