

Position Title	: <b>Senior Grant Finance Assistant</b>
Duty Station	: <b>Port Sudan, Sudan</b>
Classification	: <b>G6</b>
Type of Appointment	: <b>Special Short-term graded contract, nine months with possibility of extension.</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>February 25, 2024</b>
Reference Code	: <b>SVN 04 2024</b>

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 and direct supervision of Finance Officer, and in close coordination with other Resources management units and programme units, the candidate is responsible for the following functions:

#### **Core Functions / Responsibilities:**

1. Thoroughly verify payment claims via OIPA from staff for suppliers and other service providers, particularly those written in the local language, and ascertain that the equipment, supplies, or services they refer to are duly received or provided before processing the document matching in the OIPA system.
2. Review the budget and financial reports and and verify financial transactions Implementing Partners and ensure validity of the expenses is in accordance with IOM financial reporting guidelines
3. Ensure the expenses reported in the final/interim financial reports are genuine, eligible in compliance with the donor agreement.
4. Review any irregular transactions that not in line with the I activities reported in the narrative report and project proposals or any unreasonable detail for further verification before submitted to Finance unit. Any irregularities shall be noted, fully documented, and coordinated with RRF Grants Manager and Finance Officer.
5. Lead the financial capacity building of implementing partners and service providers, ensuring that partners have been oriented on all IOM financial and procurement requirements.
6. Keep an updated IP Financial verification monitoring file and its related documents and assessment files are filed in an logical manner. Lead the logging of different financial process

in the mission's financial trackers and logbooks.

7. Perform accurate financial tracking and record keeping of the daily project's financial activities.
8. Review budget proposals from IP and any subsequent revisions, highlight the changes, and verify the reasonableness. Any unreasonable increase shall be immediately brought forward to the attention of the RRF Grants Manager and Finance Officer.
9. Maintaining financial reporting system for the ongoing projects to ensure project grant commitments and grant expenditures are tracked according to IOM standards.
10. Assist in processing grant administration (agreements, amendments and payments), prepare and submit the payment requests with complete supporting documents to Procurement, track payments released to IOM implementing partners; certify and process all grant payment vouchers according to IOM procedures.
11. Provide briefing for program assistants on the field regarding the requirements from the donor in relation to IP's reporting requirement, thus enhancing their knowledge and allowing more proactive approach from program assistants on the field.
12. Follow up on advances and settlements for payments issued while maintaining timely records and up to date entries.
13. Maintain good filing system for all financial supporting documents in both hard and electronic forms. All comments and clarifications provided in relation to IP reports must be filed in the same file in complete.
14. Keep good contact with IPs for any issues related to their finances and contract with IOM.
15. Perform any additional tasks may be assigned.

## ***Required Qualifications and Experience***

### **Education**

- University degree in Business Administration, Economics, Accounting, or a related field from an accredited academic institution with four years of relevant professional experience.
- Professional certification as chartered accountant (CA) or certified public accountant (CPA), Chartered Institute of Management Accountants (CIMA), or Association of Chartered Certified Accountants (ACCA) will be a distinct advantage.

### **Experience**

- Experience in financial or audit management. Experience in Non-Governmental Organizations (INGOs/NGOs) is an added advantage.

- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database packages.
- Proven working experience in compliance processes and procedures.
- Experience working with the implementing partners; Experience in IP's capacity assessment, 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](mailto: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.