



Position Title : **Grant Finance Assistant.**  
Duty Station : **Port Sudan, Sudan.**  
Classification : **G5.**  
Type of Appointment : **Special Short-term graded contract, six months with possibility of extension.**  
Estimated Start Date : **As soon as possible**  
Closing Date : **August 01, 2024**  
Reference Code : **SVN 36 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 head of resources management unit and the direct supervision of resource management officer (grants and compliance) in Port Sudan, the incumbent will be responsible for providing administrative & financial support to the programmed being carried out through implementing partners (IPs).

***Core Functions / Responsibilities:***

1. Support resource management officer (grants and compliance) in conducting assessment of entities and non- governmental organizations in terms of capacity, governance, procurement, accounting, treasury and HR systems to ascertain eligibility to partner with IOM in program implementation.
2. Conduct field visits and duty travel to Implementing Partners' (IP) offices and areas of operations, noting relevant programmatic, governance and internal control observations.
3. Assist in preliminary review of project and budget proposals of entities and non-governmental organizations to check reasonableness of budget line items and unit costs reflect prevailing market rates.



4. Maintain a filing system for Memoranda of Understanding (MoUs) or Project Implementation Agreements or Service Agreements, and corresponding approved IP budgets.
5. Support resource management officer (grants and compliance) in monitoring and mentoring IPs in developing financial tracking systems to ensure that projects are realistically costed and are supported by feasible financial implementation plans.
6. senior grants finance assistant in tracking of IPs' actual expenditure against budget, and actual expenditure against cash flow projection, analyzing variances and fluctuations, and reporting thereon.
7. Senior grants finance assistant in liaising with partner organizations to internally expediting and externally communicating bank transfers regarding grant agreements.
8. Assist in maintaining accurate and timely financial tracking tool, monitoring fund flow, and generating required reports useful to meet the financial and program management needs of the organization and the donors.
9. Perform preliminary review and verification of IPs' project financial reports according to work programs, checking for accuracy and consistency, eligibility of expenditures, authenticity and sufficiency of supporting documents, and providing necessary feedback to the IPs and the supervisor on findings and recommendations.
10. Following provision of the agreement with the IPs, verify IPs conduct all procurement transactions in accordance with IOM procurement rules and regulations as well as with the mission's procurement permanent instructions.
11. Conduct Spot checks/ DDA/PSEA assessment/IPs performance rating and risk assessment when required.
12. Upon completion of review financial and narrative reports, liaise with Program Staff on the preparation of the Request for Payment (RFP).
13. Upon receipt of RFP, review supporting documents for completeness and propriety and record the transaction in Prism.
14. Perform such other duties as may be assigned.

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

#### **Education**

- University degree in Accounting, Business Administration or a related field from an accredited academic institution, with three years of relevant professional experience; or

**IOM International Organization for Migration - Sudan Office**

Main Office in Port Sudan -Plot No. 6 • Block Z-5 • Transit • Port Sudan • Sudan.

Tel: +249 156554600/1/2 | E-mail: [iomkhartoum@iom.int](mailto:iomkhartoum@iom.int) | Website: [www.sudan.iom.int](http://www.sudan.iom.int)



- Completed High school degree from an accredited academic institution, with five years of relevant professional experience.
- Professional certification as a Chartered Accountant or certified public accountant is an advantage.

### **Experience**

- Experience in finance and accounting.

### **Skills**

- Knowledge of IOM accounting systems, PRISM-FI software and procedures is a distinct advantage.
- Proven ability to prepare clear and concise reports and to analyze and interpret source information and data.
- High level of computer literacy is required, particularly in IOM computerized accounting systems, good knowledge of MS office, specifically EXCEL.

### **Languages**

- Fluency in Arabic and English is required (oral and written).

### **Required 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** – behavioral 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 of 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.

### **Other**

- Any offer made to the candidate in relation to this vacancy notice is **subject to funding confirmation.**
- Only candidates residing in either the duty station or from a location in a neighboring province that is within commuting distance of the duty station will be considered.
- Appointment will be subject to certification that the candidate is medically fit for appointment. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.
- Accommodation is not provided.
- This position is open to **ONLY Sudanese nationals.**
- **Vacancy close at 23:59 local time Khartoum, Sudan on the respective closing date. No late applications will be accepted.**

### **How to apply**

Interested candidates are invited to submit their applications via email referencing subject as **“SVN 36 2024 Grant Finance Assistant– G6, Port Sudan.”**

Kindly send the following document to: [sudancareer@iom.int](mailto:sudancareer@iom.int)

1. Cover Letter
2. CV
3. PHF (Personal History Form)

**Any application that does not comply with the above-mentioned instructions will be automatically excluded from the process. Only shortlisted candidates will be contacted.**

### **Posting Period**

From 24.07.2024 to 01.08.2024.

### **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.