



Position Title : **Senior Finance Assistant**
Duty Station : **Port Sudan, Sudan**
Classification : **G6**
Type of Appointment : **One-year fixed term with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **August 1st, 2024**
Reference Code : **VN 49 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 Resource Management Officer in Sudan and direct supervision of the National Finance Officer; and, in collaboration with relevant units at Headquarters and the Administrative Centers, the successful candidate will be responsible and accountable for managing the resources management functions in Port Sudan office.

Core Functions / Responsibilities:

1. Provide procedural guidance to managers and staff; supervise, guide and train other finance support staff.
2. Manage financial resources through monitoring and controlling assets, reserves, funds, supplies, etc. in accordance with IOM rules and regulations.
3. Provide specialized advice and support to Project Managers and/or Chief of Missions/Head of Office/Head of Sub-office on financial and administrative matters.
4. 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.
5. Assist in monitoring compliance with financial policies, procedures, rules and regulations.
6. Consolidate data into financial statements and assist in monitoring expenditures to ensure they remain within authorized levels.

7. Provide regular and ad hoc financial information to support informed financial decision making.
8. Assist monitoring that bank reconciliations for IOM accounts are regularly performed and reviewed by designated stakeholders.
9. Manage and prepare the payroll by executing validity checks on monthly payroll results.
10. Ensure that disbursements are made based on proper authorizations and supported by legitimate and sufficient documentation.
11. Provide assistance responding to audit queries and follow up on audit recommendations.
12. Review the status and monitor the proper maintenance of Vendor Accounts in accounting system.
13. Verify vendor claims for accuracy and conformance with IOM finance policies and instructions.
14. Assist in the preparation of budget, accounting, financial, statistical reports and other reports as required; and,
15. Perform other related duties as required.

Required Qualifications and Experience

Education

- High School diploma with six years of relevant experience.
- 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.

Skills

- Knowledge of financial rules and regulations.
- Knowledge of International Public Sector Accounting Standards (IPSAS).
- Knowledge of ERP system.

Languages

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

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** 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 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 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 **ONLY for Sudanese national**.
- **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 **"VN 49 2024 Senior Finance Assistant– G6, Port Sudan."**

Kindly send the following document to: 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.