

**Open to Internal and External Candidates**

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| Position Title | : | **Finance Compliance Assistant** |
| Duty Station | : | **Kyiv, Ukraine** |
| Classification | : | **General Service Staff, Grade G5** |
| Type of Appointment | : | **Special Short-Term, six months with the** **possibility of extension**  |
| Estimated Start Date | : | **As soon as possible** |
| Closing Date | : | **19 July 2024** |

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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 Chief of Mission (COM) and the direct supervision of the Senior Resource Management Officer (SRMO), the incumbent will be responsible for performing accounting duties such as but not limited to verification of supporting documents in compliance IOM rules and regulations.

 ***Core Functions / Responsibilities:***

1. Verify supporting documentation is complete based on the checklist for all documents for signature by SRMO/RMO.
2. Assist SRMO/RMO in verifying all payment requests are supported by appropriate supporting documentation.
3. Assist SRMO/RMO in organizing her schedule meetings and other administrative tasks.
4. Assist SRMO/RMO in following up for the important tasks.
5. Provide general support to the team in the absence of other colleagues in the RM Unit.
6. Assist SRMO/RMO in checking supporting documentation related to TR Approval
7. Assist SRMO/RMO in gathering the signature of recoding template and uploading the supporting documentation
8. Assist SRMO/RMO reviewing the PRIMA and follow up to the correct approver.
9. Assist SRMO/RMO in the completion of the IP monitoring sheet.
10. Assist SRMO/RMO in following up with the RM unit for the relevant tasks.
11. Performs such other duties as may be assigned.

***Required Qualifications and Experience***

**Education**

* Bachelor’s degree or equivalent in Accounting or such other related field with three years of professional experience;

or

* High School Diploma or certificate with five years of professional experience

**Experience**

* Experience in finance and administration
* Previous work experience with an international/UN organization would be a strong advantage;

**Skills**

* High level of computer literacy, in particular MS Office and computerized accounting systems, including SAP
* Mature individual, able to work independently, effectively and harmoniously with colleagues from varied cultures and professional backgrounds at all levels.
* Tolerant individual with ability to work with people from different background and with flexibility and able to work on overtime, when requested
* Ability to work under stressful and difficult conditions
* Demonstrated ability to maintain accuracy and confidentiality in performing responsibilities.

**Languages**

For all applicants, fluency in Ukrainian and English is required (oral and written).

**Competencies**

The incumbent is expected to demonstrate the following values and competencies:

**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 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.

Appointment will be subject to certification that the candidate is medically fit for appointment and security clearances.

A prerequisite for taking up the position is legal residency in the country of the duty station and work permit, as applicable.

***How to apply:***

Interested candidates are invited to submit their applications filling in the [**IOM Personal History Form**](https://ukraine.iom.int/sites/g/files/tmzbdl1861/files/documents/personal_history_form_2016.xls)  and sending to iomukrainerecruitment@iom.int by **19 July 2024** the latest, referring to this advertisement in the subject line of your message.

Only shortlisted candidates will be contacted.

***Posting period:***

From 09.07.2024 to 19.07.2024