

VACANCY NOTICE



International Organization for Migration (IOM)
The UN Migration Agency

The International Organization for Migration is seeking qualified Turkish Nationals and non-Turkish nationals holding a valid residence permit for the following position based in Gaziantep, Turkey.

Vacancy Notice Number:	VN#TR/2018/114
Position Title:	Finance Assistant
Duty Station:	Gaziantep-Turkey
Classification:	One Year Fixed Term Contract – with possible extension (G4)
Deadline of Applications:	24 July 2018
Number of People to be hired	1
Eligibility:	Internal and External Candidates

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.

General Functions:

Under the overall supervision of the Head of Sub-Office, and the direct supervision of the Resource Management Officer (RMO) in Gaziantep, in close coordination with the Resource Management Unit in Ankara, the incumbent will be responsible in providing finance and treasury support services in the sub-office and related sub-offices in the region, ensuring adherence to relevant IOM financial and travel policies.

Major Duties and Responsibilities:

Treasury

Cash

1. Perform the duties of Cash Custodian, safekeeping funds and ensuring proper use of the fund.
2. Prepare Office Funding Request, forecasting as accurate as possible the funding needs of the sub-office and related sub-offices.
3. Review Petty Cash Claim and/or Request for Payment (RfP) for propriety of supporting documents, ensuring mathematical calculations and provided project code are correct.
4. Execute cash disbursements for all duly approved Petty Cash Claim and/or Request for Payment.
5. Record cash receipts from customers related to self-payer projects.
6. Maintain Cashbooks in the accounting system, recording all transactions on timely basis, and performing periodic reconciliation of balances per Cashbooks with cash on hand.
7. Generate Cash Journals and, together with the Cash Certificates, submit to Resource Management Unit (RMU) in Ankara at the close of each month.

Travel Administration

1. Review Travel Authorizations (TAs) submitted to RMU for completeness of information and ensuring pre-departure supporting documents are in place and logging the TA on the TA Register.
2. Verify the project code indicated on the TAs for appropriateness and budget availability.
3. Review submitted Travel Expense Claims (TECs) for completeness of supporting documents and calculate amount due to the staff members in accordance with relevant IOM travel policies and office instructions, particularly ensuring correct Daily Subsistence Allowance (DSA) rates and exchange rates are applied.
4. Encode in PRISM accounting system duly approved Travel Expense Claims, ensuring that the correct project codes are used.

5. Enter in Prism HR module or prepare Bank Order / Transfer to execute payments for duly approved TECs.

Finance

1. Review staff vendor accounts and vendor balances for long-outstanding balances, aiming to clear or obtain pertinent justification.
2. Administer Office Phone Billing module in IOM Turkey portal, ensuring staff members identify private phone calls and pay to IOM.
3. Perform any other duties as may be assigned.

Required Qualifications:

Education:

- University degree in Business Administration, Management, Finance, Accounting, or related field from an accredited academic institution, with two years of relevant professional experience; or
- Completed High school degree from an accredited academic institution, with four years of relevant professional experience.

Experience:

- Experience in accounting, finance, banking and treasury;
- Experience in providing program and administrative support.

Languages:

- Fluency in **Turkish** and **English** is required.
- Knowledge of **Arabic** is an advantage.

Required Competencies

Behavioral

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with clients and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

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, accreditation, any residency or visa requirements, and security clearances.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

Please be advised that this is a local position and as such only applications from candidates with a valid residence / working permit residing in Turkey will be considered.

How to Apply:

Interested candidates are requested to submit their application including the most recent CV with a cover letter in English with contact details (name, position, phone and e-mail details) of three references by indicating name of the position applied with its VN number in the subject line of the e-mail to to iomtrjobs@iom.int or to IOM Birlik Mahallesi Sehit Kurbanı Akboga Sok. No:24 06610, Çankaya, Ankara Turkey by the end of **24 July 2018**

Please note that only shortlisted candidates will be contacted.