

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/2018/29
Position Title:	Senior Finance Assistant (Compliance)
Duty Station:	Gaziantep-Turkey
Classification:	6 months Special Short Term Graded Contract –with possible extension (G7)
Deadline of Applications:	21 March 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 in Gaziantep, the incumbent shall support the emergency programmes with procurement and finance compliance and provide training and mentorship to implementing partners (IPs).

In particular, he/she will:

Major Duties and Responsibilities:

1. Liaise with Project Officers in reviewing project and budget proposals of Implementing Partners (IPs), ensuring reasonableness of budget line items and unit costs reflect prevailing market rates.
2. Support Project Officers in ascertaining that all (IP) disbursements are done according to the MoUs or Project Implementation Agreements or Service Agreements and corresponding approved IP budgets.
3. Monitor, support and mentor IPs in developing financial tracking systems to ensure that projects are realistically costed and are supported by feasible financial implementation plans.
4. Maintain accurate and timely financial tracking tool, monitor fund flow, and generate required reports useful to meet the financial and program management needs of the organization and the donor.
5. Review and verify IPs project financial reports for accuracy and consistency, eligibility of expenditures, authenticity and sufficiency of supporting documents, and providing necessary feedback to the IPs on findings and recommendations.
6. Following provision of the agreement with the IPs, ensure that IPs conduct all procurement transactions in accordance to IOM procurement rules and regulations as well as with the mission's procurement permanent instructions.
7. Mentor IPs in maintain proper documentation of all procurement transactions and managing corresponding procurement/logistics files.

8. Work with the Project Officers and Emergency Response Officer in IP implementation of asset administration, to be in line with IOM permanent instructions.
9. Maintain a sound filing system of all IP-related files from beginning to closure of engagement.
10. Perform any other related duties as may be assigned.

Required Qualifications:

Education:

- University degree in Accounting, Finance, Procurement or a related field from an accredited academic institution, with five years of relevant professional experience; or
- Completed High school degree from an accredited academic institution, with seven years of relevant professional experience.

Experience:

- Experience in procurement and supply chain management and/or experience of financial auditing;
- Knowledge about local procurement conditions and documentations in Northern Syria;
- Experience working with specialized international agencies (UN Agencies, International Organisations, and International NGOs) and in complex operations, including conflict and post-conflict situations preferred.

Languages:

- Fluency in **English** and **Arabic** is required.
- Knowledge of **Turkish** 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 **21 March 2018**.

Please note that only shortlisted candidates will be contacted.