

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/2018/57
Position Title:	Administrative and Finance Clerk
Duty Station:	Gaziantep-Turkey
Classification:	6 Months SST Graded Contract (G3) – with possible extension
Deadline of Applications:	23 May 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, the incumbent will be responsible in providing finance and administration support services in the sub-office.

Major Duties and Responsibilities:

Finance

1. Prepare Bank Order / Transfer for payments to be effected by bank transfer by IOM Ankara.
2. Review staff liquidation of advances taken for operational purposes.
3. Support Finance Assistants in receiving documents, keeping a log of payment vouchers received.
4. Assist Finance Assistants by performing preliminary check of Requests for Payments for completeness and propriety of supporting documents.

Administration

1. Maintain an electronic filing / archiving system of Requests for Payment (RfPs), Non-Cash Vouchers, and Travel Expense Claims processed on a timely basis; properly label files and arrange in a systematic order for ease of retrieval.
2. Act as focal person for courier services between and among IOM offices, ensuring that documents are securely transmitted, tracking via Daily Post Record, and received documents are properly delivered.
3. Keep receiving offices informed of the documents sent through courier on a daily basis.
4. Perform initial review of Travel Authorizations (TA) submitted for completeness of information, propriety of budget code indicated and supporting documents, assign TA number and maintain the TA Register.
5. Provide clerical support to the Resource Management Unit (RMU) in day-to-day operations, during official visits from Headquarters or other missions and from external parties, and during audits or evaluation related to the projects.
6. Perform any other duties as may be assigned.

Required Qualifications:

Education:

- University degree in Business Administration, Management, Logistics, or a related field from an accredited academic institution, with one year of relevant professional experience; or
- High school diploma from an accredited academic institution, with three years of relevant professional experience.

Experience:

- Experience in accounting, finance, banking and treasury;
- Experience in providing program and administrative support;
- Experience in working with specialized international agencies (UN Agencies, International Organizations, and international NGO's) and in complex operations, including conflict and post-conflict situations an advantage.

Languages:

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

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 **23 May 2018**.

Please note that only shortlisted candidates will be contacted.