



IOM International Organization for Migration
OIM Organisation internationale pour les migrations
OIM Organización Internacional para las Migraciones

SPECIAL VACANCY NOTICE

TERMS OF REFERENCE

I. POSITION INFORMATION	
SVN No:	SVN/IOMSO/057/2014
Position title	Finance Assistant
Position grade	Ungraded Stipend Equivalent to US \$450pm
Type of contract	Short Term under 3 rd Party Contract
Duty station	Wadajir, Somalia
Duration of Assignment	Until 31 st December 2014
Job family:	Programs
Organizational unit:	Field Coordination Unit
Reporting directly to	District Staff Coordinator
Overall supervision by	Field Officer – Regional Officer
Managerial responsibility	NO
Directly reporting staff	None
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>The Transition Initiatives for Stabilization (TIS) program is funded by USAID and implemented by the International Organization for Migration (IOM). The overall program goal is to mitigate conflict, promote stability and community cohesion, and to strengthen citizens' relationships with government officials. TIS implements quick impact activities linked to longer-term stabilization goals.</p> <p>Under the overall supervision of the Mayor of Mogadishu and the direct supervision and guidance of the District Staff Coordinator of the TIS program, the Finance Assistant will perform routine functions in the area of financial administration, verification of payments, and general accounting duties with connection to the stabilization project activities, managing financial documents in accordance with the donor's financial rules and regulations.</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<ol style="list-style-type: none">1. Review all payment requests to certify that appropriate supporting documents have been provided and the correct project codes have been used, in preparation for submission to the Finance Department in Nairobi support office;2. Review all Purchase Requisition Forms and Purchase Orders raised related to procurement in the field, and certify that all appropriate supporting documents are attached using correct project codes before submission to the Procurement and Finance Units in Nairobi;3. Maintain accounting spreadsheets in accordance with donor's procedures;4. Extract monthly financial reports of all active grants from the accounting/financial system; prepare project reports and updates for the Finance unit in Nairobi support office;5. Prepare, review and reconcile monthly financial reports for the project activities and submit to the Finance unit in Nairobi support Office;6. Periodically (as scheduled) review commitments and follow up finalization with relevant units;7. Monitor District project expenditure in line with budgets and with coordination with the field operations and Nairobi support office;	



8. Review and compute travel claims and imprest accounts; assist staff members in preparation before submitting to relevant finance counterparts;
9. Perform any other duties as may be assigned from time to time.

IV. COMPETENCIES

The incumbent is expected to demonstrate the following technical and behavioural competencies

Behavioural

a) Takes responsibility and manages constructive criticism; b) Works effectively with all clients and stakeholders. c) Promotes continuous learning, communicates clearly. d) Takes initiative and drives high levels of performance management. e) Plans work, and sets goals within area of responsibility. f) Displays mastery of subject matter. g) Contributes to a collegial team environment. h) Ability to work independently with minimum supervision. i) Ability to work effectively and harmoniously within a team from varied cultures and professional backgrounds. j) Proven ability to work independently with minimum supervision. k) Maintains confidentiality on sensitive issues/data.

Technical

1. Ability to maintain integrity in performing assigned responsibilities;
2. Ability to pay close attention to detail and work with minimal supervision under tight deadlines;
3. Ability to work effectively and harmoniously within a multicultural team;
4. Functional competencies required: effective communicator, successful negotiator, creative analytical thinker, active learner, and team player and cross cultural facilitator.

V. EDUCATION AND EXPERIENCE

1. Degree or Higher Diploma in Accounting, Commerce, Business Administration or an equivalent combination of training and experience;
2. Preferable three years of professional experience in finance and grants administration preferably with international NGOs;
3. Mature individual, with attention to detail, able to work independently and under stressful conditions and tight deadlines;
4. Functional competencies required: effective communicator, successful negotiator, creative analytical thinker, active learner, and team player and cross cultural facilitator;
5. Demonstrated ability to maintain integrity in performing responsibilities assigned;
6. Previous experience with UN and International Agencies, international or local NGOs is required;
7. Previous experience with the Wadajir local government is an advantage;
8. Strong knowledge of computer applications, especially MS Word, Excel, Outlook and Access;

VI. LANGUAGES

Required Fluent English and Somali



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Method of Application: Interested candidates should submit CV and a cover letter Quoting the Vacancy Notice Number, with three professional references and contacts (email or telephone) to the:

International Organization for Migration (IOM)
Somalia Coordinating office in Nairobi
Human Resources Department,
Gitanga Groove, off Gitanga Road
P.O. Box 1810 - 00606
Nairobi

Or

Send by email to: recruitmentsomalia@iom.int

Closing Date: 31 July 2014

Note:

ONLY SHORT-LISTED APPLICANTS WILL BE CONTACTED
Qualified applicants from Wadajir will be favorably considered: