



POST DESCRIPTION

SECTION 1

Position Information

Vacancy Number	IOM/DAR/029/2024
Position Title	National Finance Officer-1 Position
Position Grade	NO-A
Duty Station	Dar es Salaam, Tanzania United Republic Of
Position Number	To be created
Job Family	Resource Management Unit
Organizational Unit	Resource Management
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Position rated on	Rated
Reports directly to	Resource Management Officer
Number of Direct Reports	3+

SECTION 2

Organizational Context and Scope

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and nongovernmental 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.

Under the overall supervision of the Chief of Mission and the direct supervision of Resources Management Officer (RMO), the successful candidate will be responsible and accountable for implementing the following finance activities

SECTION 3

Responsibilities and Accountabilities

1. Supervise and guide staff members in the Finance Unit by ensuring that duties and functions are carried-out in accordance with IOM regulations and policies.
2. Review all payments by ensuring that supporting documentation are verified payments through online banking system.
3. Train and support new PRISM Financial users in Finance Unit and any other relevant training in relation to financial guidelines and operations.
4. In coordination with RMO suggest improvements to existing internal controls in order to safeguard the Country Office's financial assets.
5. Maintain Country Office's bank balances and ensure that Country Office's cash reserves are adequately replenished by preparing Country Office Funding Request from Treasury, Manila.
6. Coordinate and ensure Monthly Bank Reconciliation for all IOM Tanzania Bank accounts is performed and the clearance of any old pending items is done promptly.
7. Act as the Country Office focal point for monthly accounts closure and coordinate with Sub Office and other Finance staff to ensure Country Office's monthly accounts closure is finalised within set timelines.
8. Review Monthly Accounting returns for completeness and obtain necessary approvals before dispatch to RAS, Manila.
9. Coordinate with Procurement Unit and respond to queries by Regional Accounting Support, Manila on monthly account and periodical Country Office checklist reviews.
10. Monitor and coordinate to ensure billing of staff for private use of IOM assets and subsequent recording in PRISM.
11. In Coordination with the RMO, prepare the Country Office's projectization and regularly review to ensure common office costs are charged proportionally and to active projects.
12. Oversee and coordinate to ensure all financial records are filed, securely kept and are retrievable in compliance with IOM data protection rules and ensure disposal of documents procedure is strictly followed.
13. Review and follow up of all outstanding debtors/creditors items and to ensure that any outstanding items are investigated and cleared.

14. In co-ordination with RMO perform periodic cash counts including month end cash count and certify agreement with PRISM/FI postings.
15. Coordinate with the banks on any financial issues including negotiation of rate of exchange during Monthly Country Office funding period.
16. Act as focal point and coordinator of Finance issues for the Sub-Offices and ensure they have sufficient funds for Project activities.
17. Assist in budget preparation and project financial reviews.
18. Perform any other duties as may be assigned.

SECTION 4

Required Qualifications and Experience

EDUCATION

- Two years of relevant working experience with Bachelor's degree in Accounting or related field; or Master's degree in Accounting or related field is required.
- Qualified CPA (K) or ACCA or its equivalent would be an added distinct advantage.

EXPERIENCE

- At least two years' experience in other administrative functions such as logistics, procurement, finance or human resources.
- Prior experience in usage of SAP required.
- Prior work experience in an international organization an added advantage.

SKILLS

- Strong interpersonal and intercultural skills with proven ability to work effectively and harmoniously with a team of colleagues.
- Mature individual, able to work independently, under pressure, able to maintain accuracy, paying attention to details, meeting deadlines and working with minimal supervision.
- Proficiency in computer skills, especially in MS Office products (Excel, Outlook, Word etc)

SECTION 5

Languages

REQUIRED

Fluency in English and Kiswahili (oral and written).

DESIRABLE

Working knowledge of French or Spanish is an advantage.

SECTION 6

Competencies¹

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

VALUES - All IOM staff members must abide by and demonstrate these five 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 - Behavioral indicators – Level 2

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.

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

Accountability: Takes ownership for achieving the Organization's priorities and assumes responsibility for own actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

MANAGERIAL COMPETENCIES - Behavioral indicators – Level 2

Leadership: Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.

Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.

Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.

Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.

Humility: Leads with humility and shows openness to acknowledging own shortcomings.

OTHER:

The UN system in Tanzania provides a work environment that reflects the values of gender equality, teamwork, diversity, integrity, a healthy balance of work and life and equal opportunities for all, including persons with disability.

Female candidates and qualified persons with disabilities are encouraged to apply for UN vacancies and are protected from discrimination during all stages of employment.

NO FEES:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training, or other fee). IOM does not request any information related to bank accounts.

HOW TO APPLY:

Interested candidates should fill in the PH form, submit CV's and cover letter indicating Vacancy Number with 3 professional references and contacts to email address: tzvacancy@iom.int

The vacancy is open for both internal and external Tanzanian nationals only. Only e-mail applications will be considered.

For further information, please refer to <https://tanzania.iom.int/careers>

Posting period: From 25.04.2024 – 08.05.2024