

# GENERIC POST DESCRIPTION

## SECTION 1

### Position Information

SVN	IOM/KSU/001/2024-Re-advetised
Position Title	Admin & Finance Assistant-(1 Position)
Position Grade	G-4
Duty Station	Kasulu, Tanzania United Republic Of
Duration	6 Months with possibility of extension
Position Number	20084024
Job Family	Resource Management
Organizational Unit	Resource Management Unit
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Position rated on	06 January 2022
Reports directly to	Resource Management Officer
Overall Supervised by	Chief of Mission

## SECTION 2

### Organizational Context and Scope

Under the general supervision of the Chief of Mission and the direct supervision of Resource Management Officer in Kasulu, the Admin & Finance Assistant, is responsible for the following duties and responsibilities.

### SECTION 3

## Responsibilities and Accountabilities

1. Extract and input data from various sources in financial and accounting systems.
2. Perform initial review on all types of payments starting from purchase to payment requests verifying that they are duly authorized, and all supporting documents are attached therewith.
3. Prepare necessary receipts and journal vouchers into the accounting system on a timely manner.
4. Create and maintain an efficient e-filing system of all financial and other supporting documents in accordance with established standards.
5. Perform claim verification against documentation to ensure that purchase/ services are properly authorized and that goods have been received or services rendered.
6. Review completeness of documentation of advance settlements, including, statement of expenditure and relevant supporting documentation; prepare the request for payment as and when necessary.
7. Perform housekeeping and maintenance of records in PRISM-FI system such as monitoring and clearing vendor/customer accounts on a timely manner.
8. Assist the RMO in the implementation of the procurement policies and procedures.
9. Assist in the preparation of accounting, financial and statistical reports and other reports as required.
10. Provide assistance to all staff services as travel, expense claims, etc.
11. Communicate and work closely with units and provide information on financial and administrative policies and procedures.
12. Bring to the attention of RMO and CoM any relevant financial issues and propose corrective actions.
13. Make recommendations on procedural improvements and assist in training local staff in the relevant areas of administration and finance.
14. Perform other related duties as may be assigned.

## SECTION 4

# Required Qualifications and Experience

## EDUCATION

- University degree from an accredited academic institution, preferably in Accounting or Business Administration with minimum 2 (two) years relevant work experience; or
- Completed High School degree with at least 4 (four) years in relevant work experience with professional certification.

## EXPERIENCE

- Have experience in financial management of accounts, cash handling tasks, finance/accounting, and administrative.
- Have relevant training and field experience, specifically in accounting systems.

## SKILLS

- Knowledge of IOM accounting systems, software and procedures, a distinct advantage.
- Ability to prepare clear and concise reports and to analyse and interpret source information and data.
- High level of computer literacy is required, particularly in computerized accounting systems (SAP, etc.).
- Good communication skills, personal commitment, efficiency, flexibility, drive for results, respect for diversity and creative thinking.
- Have professional certification from a recognized accreditation body in certified public accountant/CPA or certified management account/CMA or chartered accountant/CA is advantage.

## SECTION 5

# Languages

## REQUIRED

For all applicants, fluency in English and Kiswahili is required (oral and written).

## DESIRABLE

Working knowledge of French and/or Spanish is an advantage.

## SECTION 6

# Competencies<sup>1</sup>

■ 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.

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**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 I

**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.

**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.

### **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](mailto:tzvacancy@iom.int)

The vacancy is open for both internal and External candidates Tanzanian national only.

Only e-mail applications will be considered. For further information, please refer to: <https://tanzania.iom.int/careers>

**Posting period: From 17/04/2024 -30/04/2024**